

Technology Solutions Policies

Hopkinsville Community College (HCC) provides computer technology, including Internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. The college intends that this technology will be used in a manner which:

- Is conducive to learning;
- Is free of illegal acts;
- Shows respect for the rights and dignity of others.

Acceptable Use

The intent of this policy is to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, Hopkinsville Community College officials may at any time make determinations that specific uses are or are not appropriate or acceptable. It is not acceptable to use the college's computer equipment or facilities:

- For any illegal purpose or act;
- To transmit harassing, indecent, obscene, discriminatory, or fraudulent materials or messages;
- To transmit or receive any materials in violation of either state or federal laws (e.g., copyright laws);
- To send fraudulent or forged email messages using the account of another person;
- To use the account or password assigned to another person to gain access to college equipment, college files, or the college network;
- To damage, destroy, interfere with, or disrupt the operation of, college owned and operated programs and equipment;
- For any commercial pursuits or activities;
- To access another user's files without permission;
- To access files by using false usernames, accounts, or passwords;
- To remove any college hardware, software, or data without permission;
- To copy or attempt to copy any software or data without authorization;
- To load, download or upload any software or files without authorization;
- To distribute unauthorized software;
- To modify system configurations or hardware without authorization;
- To disrupt or attempt to disrupt system operations;
- To participate in unauthorized and time-consuming game-playing;
- To harass another user or violate another user's rights;
- To access pornography or other offensive or inappropriate material;
- To use college computer systems and/or software for personal work;
- To use college computer systems, Internet access, and/or software for any illegal activity.

Printing Policy

At the beginning of the semester, each student receives \$20.00 in a personal printing account for paper. There is no charge to the student for this printing allowance. Printer management software tallies a student's printing usage. Students pay \$.05 cents per black & white page printed. All balances are cleared and reset at the close of each semester.

Students may add additional funds to their printing allowance by coming to the Front Desk in the library or Business Affairs service counter in the Administration Building.

General Policies

- The use of food, drink, and tobacco products are not allowed when using computer equipment.
- The user should be aware that Hopkinsville computing resources, including software such as electronic mail, are not necessarily secure or private.
- Computers are for ACADEMIC use only. Game playing is not allowed in the computer labs. Any student using the computers for NON-ACADEMIC applications may be asked to log out.
- All users must have a user id and password to log into the campus computer system.
- Computer accounts and passwords are assigned to individual users and shall not be shared with others.
- Students who do not LOG OFF a computer will risk losing their files or print allotments.
- Personal files left on computer equipment will be deleted. Student work is to be saved to a USB flash drive.
- Students are not to download files (e.g., chat clients or IRC programs, pictures, graphics) from the Internet to computer hard drives.
- Students are not to change any settings on computers. This includes colors, screen savers, screen resolution, and icon arrangements.
- Computers in open labs are made available on a first-come, first-served basis. In the case of computers with special hardware and software, users not requiring these items can be asked to move to a different computer if someone needs to use the items.
- Be considerate of others by keeping noise and other disruptions to a minimum. Disruptive persons will be asked to leave.
- Headphones must be used at all times when listening to any form of audio materials. Students are responsible to provide for providing their own headphones.

The use of Hopkinsville Community College computer technology is a privilege extended to all users, including faculty, staff, administrators, students and guests. Inappropriate or unacceptable use of this technology may result in loss of this privilege. College agents monitor information on the college computer network or on individual computers or computer systems. Complaints of possible inappropriate or unacceptable use will be investigated. Complaints regarding violations of acceptable use policy should be addressed to the Director of Information Technology.

Sanctions

In resolving complaints of unacceptable use, the college may invoke sanctions against the offender that range from verbal warnings to expulsion or dismissal, depending on the circumstances of each incident. If faculty, computer systems administrators, or administrative staff, in the performance of their duties, discover, in their opinion, a flagrant violation of acceptable use policy, those persons have authority to immediately suspend the computing privileges of the offender pending a formal investigation by the Director of Information Technology. The results of this investigation will be turned over to the Dean of Student Affairs for further action, if appropriate.

Appeals

Individuals who believe they have been treated unfairly may appeal through the appropriate appeals procedure set forth in college policy.

Indemnification Declaration

Hopkinsville Community College makes absolutely no warranties of any kind, either express or implied, for the services it provides. The college will not be responsible for any damages suffered by users. This includes, but is not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its own negligence or by user errors and/or omissions. Any and all use of any of the information obtained via the Internet is at the user's own risk. Hopkinsville Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user agrees to indemnify and hold harmless Hopkinsville Community College, the college board of trustees, individual trustees, agents, and employees of the college from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the college's hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Notice Regarding Copyright

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