Computer Resource Acceptable Use Policy

Introduction

These guidelines set forth standards for responsible and acceptable usage of all Snead State Community College (SSCC) computing resources. Computing resources are defined as all SSCC owned host systems, personal computers, laptops, printers, software, communications devices, peripherals and supplies. These guidelines supplement existing institutional policies as well as all applicable state and federal laws and regulations.

User Responsibilities

The computing resources at Snead State Community College are intended to support the educational and administrative endeavors of faculty and staff. Access to and use of SSCC computing resources is a privilege and therefore should be treated as such. Any violation of this policy could result in privileges being suspended, an official reprimand, expulsion, dismissal, and/or criminal prosecution if laws have been broken.

The following activities are prohibited on all SSCC computing resources:

1. Altering system software or hardware configurations without authorization of the SSCC IT department.
2. Accessing via the internet or any other means of pornographic, obscene or questionable material.
3. Installing, copying, distributing or using software that has not been authorized by the SSCC IT department.
4. Using computing resources for illegal activities.
5. Accessing or attempting to access another user's files, e-mail or other computing resources without their permission.
6. Allowing unauthorized users to utilize your account
7. Using computer resources for commercial or profitmaking purposes without written authorization from SSCC.
8. Creation and/or distribution of viruses or other destructive programs.
9. Originating or proliferating electronic mail or other messages that may be deemed as obscene or abusive.

E-Mail is covered under the Electronic Communications Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading or altering another's e-mail without permission.

10. Violating Alabama Research and Engineering Network policies provided in the Alabama Supercomputer Authority Appendix below.

Overview

The Alabama Supercomputer Network (ASN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). The purpose of this policy is to provide a definition for acceptable use by authorized users of ASN and to indicate recommended action if the policy is violated. In those cases when information is transmitted across regional networks or the Internet, ASN users are advised that acceptable use policies of those networks apply and may limit access.
ASA Primary Goals

The Alabama Supercomputer Authority has been established to:
• enhance university research in Alabama;
• attract and support high technology industry;
• expand knowledge and use of computational science.

ASN Acceptable Use Policy

• All use of ASN must be consistent with ASA’s primary goals.
• ASN is for the use of individuals legitimately affiliated with member organizations, to facilitate the exchange of information consistent with the academic, educational and research purposes of its member organizations.
• It is not acceptable to use ASN for illegal purposes.
• It is not acceptable to use ASN to transmit threatening, obscene, or harassing materials.
• Access to the Internet provided through an ASA statewide contract with a regional network provider. The contract allows ASA to grant access to the Internet to any governmental, educational and industrial entity through ASN. Charges may be assessed by ASA to facilitate network connectivity. Reselling of the Internet connectivity and services is prohibited.
• It is not acceptable to use ASN to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer

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• It is not acceptable to use ASN to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
• Information and resources accessible through ASN are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use ASN to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

**Violation of Policy**

All organizations authorized to access ASN are responsible for informing their users of this acceptable use policy. All users of ASN are required to follow the acceptable use guidelines, both in letter and spirit.

ASA reserves the right to monitor and review all traffic on ASN for potential violations of this policy. Violations of policy that are not promptly remedied by individuals and member institutions may result in termination of access to ASN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered “not acceptable”.

**Forms of Academic Dishonesty**

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism. Actions constituting violations of academic integrity include, but are not limited to, the following:

• **Cheating**: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
  1. Copying from another’s assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
  2. Using a calculator, computer or other materials when not authorized by the instructor.
  3. Collaborating with another student or students during an academic exercise without the consent of the instructor.

• **Fabrication**: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
• **Multiple Submissions**: submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.

• **Plagiarism**: intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise. The following are considered to be forms of plagiarism:
  1. Word-for-word copying of another person’s ideas or words.
  2. Interspersing one’s own words within a document while, in essence, copying another’s work.
  3. Rewriting another’s work, yet still using the original author’s fundamental idea or theory without giving credit to the original author using a proper citation.
  4. Inventing or counterfeiting sources.
  5. Submission of another’s work as one’s own.
  6. Neglecting quotation marks on material that is otherwise acknowledged.

• **Misuse Of Academic Materials**: the misuse of academic materials includes, but is not limited to, the following:
  1. Stealing or destroying college or library reference materials, or computer equipment and/or programs.
  2. Stealing or destroying another student’s notes or materials, or having such materials in one’s possession without the owner’s permission.
  3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
  4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
  5. Unauthorized alteration, forgery, or falsification of academic records.
  6. Unauthorized sale or purchase of examinations, papers, projects or assignments.

• **Complicity In Academic Dishonesty Or Facilitating Academic Dishonesty**: intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.