

Acceptable Usage Policy

General

1. Catawba College, within the scope of its operations, provides computer resources to authorized users only.
2. Any person using Catawba College computing or network resources must abide by this *Acceptable Usage Policy*.

Authorized Users

1. Faculty, staff, and enrolled students may be authorized to utilize College computer resources. Under special circumstances, members of the general public may be so authorized with the prior consent of the Director of Computer Services.
2. Each authorized user of the system will be provided the issuance of a distinct username and password.
3. Users may not attempt to gain access to another user's account or files and may not erase or modify any application, configuration, or data files not specifically the user's own.
4. If you are unable to reset your password online, you may be required to come by Computer Services during business hours and present a picture id to have it reset.
5. If your username does not access any system resource in 60 days (network, email, Blackboard, CatLink), you will be emailed a warning. If another 30 days go by with no system access, your username will be flagged as inactive and will not work until you contact Computer Services. If another 90 days go by and you have not contacted Computer Services to reactivate your account, your username will be deleted.
6. The username assignment algorithm used to create new system accounts is based on the user's legal name at the time of account creation. After initial creation, usernames will *not* be changed to match legal name changes, because of the time-consuming and error-prone nature of moving files, email, and permissions from one username to another. Upon request, Computer Services will set up an email alias that is based on the new legal name. The new legal name associated with the existing username will appear in system address books and directories.

Copyrighted Digital Content

1. Each user acknowledges that the College licenses the use of proprietary software from a variety of companies. Unless specifically authorized by the owner of the software through the licensing agreement, software and/or documentation relating to the use of the software, may not be duplicated. Any unauthorized duplication may result in a termination of access and other disciplinary action as set forth herein.
2. Users who learn of the misuse of software or related documentation are required to notify their supervisor and/or the Director of Computer Services.
3. In recognition of the right of the holder of the patent or copyright in and to proprietary software, no proprietary software may be loaded onto any Catawba College computer without clear licensing authorization. In the event an employee purchases proprietary software for employee's office/classroom, a copy of the license agreement or other written documentation must be forwarded to the Computer Services Department prior to the installation of the software on the computer system. Computer Services will transmit a confirming statement acknowledging receipt of the license to the initiating department or employee. At that time, Computer Services will load the software onto the College system or grant permission to do so. Computer Services will maintain the license as a part of its master license library. The software becomes the property of Catawba College.
4. Each authorized user agrees that he or she is transferring all licensing rights in and to any personal software which is loaded onto the Catawba College system. The user is agreeing that any duplicate installation of the software into a home or another office system may be a violation of the licensing agreement and that the employee will be liable for any costs associated with the unauthorized installation.
5. To the extent that unauthorized software loaded into the Catawba College system can be identified by owner, the college will attempt to so identify the owner. Upon such identification, the College will, at its option, return the software to the owner or require the owner to obtain a multiple use license for the software. However, the College may, in any event, retain ownership of the proprietary software loaded into its system by its employees.

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6. No copyrighted content (music files, movies, etc.) should be illegally downloaded or shared using the Catawba College computer network.

Electronic Mail

1. Using electronic mail to send fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited.
2. Transmitting chain letters via email is prohibited.
3. Users should use good judgment when joining email lists because of the volume of email that may result.
4. Electronic mail may not be used to transmit commercial or personal advertisements, solicitations, promotions of any event that requires a fee, destructive programs, or for any other unauthorized purposes.
5. Users agree to avoid sending email to large groups except when clearly justified.
6. Because mailboxes have limited storage capacity, and because exceeding that capacity causes subsequent incoming mail to be lost and may cause other mail to become corrupted, users agree to read and delete their mail on a regular and timely basis. The system will automatically delete any unread mail sitting in the Inbox folder for 90 days or more. Items in the Deleted Items folder are automatically purged after 30 days.
7. If email directed to your catawba.edu email address is being permanently forwarded to another email address, the forwarded email must be deleted from the Catawba email server and will not be accessible from the Catawba email account.

Internet/Network Use

1. Internet access may not be used for any commercial purpose whatsoever.
2. The receipt or transmission of materials on the Internet in violation of any U.S. law, law of the state of North Carolina, or policy of Catawba College is strictly prohibited.
3. Internet resources may not be used to transmit or to receive any materials that may be judged objectionable based upon generally applied standards set by the College. Specifically prohibited is the receipt or transmission of materials whose subject matter is excessively violent, contains explicit sexual activity and/or obscene language.
4. College resources may not be used to attempt to gain access to any computer system, on or off-campus, to which the user does not have proper authorization.
5. Violation of procedure relating to the use of the Internet may subject the user to termination of access and to other disciplinary action as set forth herein.
6. The use of port scanners and other computer hacking tools is specifically prohibited.
7. Wireless access points and/or devices that enable your computer to function as a wireless access point may not be connected to the Catawba network by anyone outside of Computer Services.

Laboratory Regulations and Care of Facilities

1. Smoking or bringing food or drinks into the computing laboratories is prohibited.
2. Loading programs on the local hard drive of any College computer, or changing default configurations on software that is already loaded on that system is prohibited without prior authorization from Computer Services.
3. Users may not move or in any way tamper with laboratory equipment without prior authorization from the Director of Computer Services.
4. Users agree to help maintain a reasonable state of cleanliness and order in all Catawba College computing facilities.
5. Course homework and other academic work has priority over other computer uses such as game-playing, chat rooms, and non-course-related emailing or web browsing. Users agree to relinquish lab stations, when needed, to those pursuing higher priority activities.
6. Loud music, loud games, talking, or any other activities that disturb other users are prohibited.
7. Users agree to comply with all reasonable requests from Computer Services personnel or student laboratory assistants, including requests to relinquish equipment for a higher priority activity, to cease disruptive activity, or to leave the computing laboratory.
8. Users agree to report any equipment problems to the student laboratory assistant on duty (if available), or by email to help@catawba.edu, or by calling the help desk at 704-637-4666.

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Monitoring

1. Each individual user must recognize and acknowledge that the Computer Services Department may observe, log, monitor and track all use of computer resources in order to assure that the computer resources are only being used by authorized users for authorized purposes.
2. The College reserves the right to determine, through monitoring, whether any user is utilizing the system for a possible improper activity. In the event that a possible improper activity is discovered, Computer Services personnel may provide evidence obtained by monitoring to the College and/or law enforcement personnel. If the activity disclosed is criminal, the College may request that prosecution be undertaken by the appropriate authorities. In any event, the individual's right to utilize the system may be suspended until a determination has been made as to whether or not the use was improper. If improper use occurred, the individual may be notified that his/her right to access has been terminated.
3. Monitoring may further be utilized to assure that users are not sharing security measures. Therefore, every user assumes full responsibility for all use pursuant to his/her security measure, whether authorized or not, and recognizes that his/her assigned resources may be suspended or terminated for the improper use of resources by himself/herself or by one utilizing his/her security measure. Catawba College recommends that users change their passwords frequently.
4. Each authorized user acknowledges that his/her authority to utilize computer resources is limited. If, during the monitoring process, it is determined that an individual may have exceeded his/her authority, the individual will be subject to further monitoring and recording, and Computer Services personnel will have the right to terminate the use of the computer system by that individual.
5. Computer Services may gain access to user accounts, home directories, and email directories if needed to correct account problems or potential problems such as quota violations or virus-infected files. Computer Services may check any component of the College computing system at any time for virus-infected files or illegally installed software.

Printing

1. Students are allotted 400 pages per semester. Additional pages can be purchased in the Computer Services department for .10 per page.
2. It is recommended that HP products be used when changing toner cartridges or inkjet cartridges in HP printing devices. Recycled or refilled cartridges are specifically discouraged, as they can cause damage that will not be covered by printer warranty or maintenance contracts.
3. It is recommended that approved brand-name labels be used.
4. It is recommended that 20lb bond paper be used for laser printing. Paper with high rag content can cause damage that will not be covered by printer warranty or maintenance contracts.

Virus Protection

1. Users agree to virus-scan any media used on any College computer before it is accessed for any other purpose. Users also agree to virus-scan any files downloaded from the Internet.
2. Any computer attached to the Catawba College computer network must have a current version of virus-protection software installed and be current with Microsoft Critical Security patches.

Violation of the Agreement

1. Members of faculty, staff or enrolled students who violate this policy may be subject to having privileges suspended or terminated. The Director of Computer Services may also refer the faculty member, staff member, or student whose conduct violates this policy to another appropriate individual or college body for discipline in accordance with the Faculty, Staff, or Student Handbook.
2. In the event that this procedure is violated by a member of the general public, the Director of Computer Services may suspend or terminate computing privileges. Additionally, if the action of the individual violating the policy places the College at risk of financial liability, the member of the general public may be subject to a civil action to recover those financial losses.

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