



HIGHLAND COMMUNITY COLLEGE

Network Acceptable Use Procedures (NAUP)

Highland Community College has made a significant investment in computer and communications technology to promote and support the exchange of information, both within the College and between the College and the rest of the world. These resources are provided to support the College's mission and institutional goals. Highland Community College shall not be held liable for the actions of users when those actions are inconsistent with this procedure. This procedure includes the use of College equipment, hardware, and software with access to the Internet. The Network Acceptable Use Procedures of Highland Community College for Internet access follow the Acceptable Use Policy of KANREN, our Internet provider. This policy can be found at www.kanren.net option ALL ABOUT KANREN. Every user of the College network, equipment, communications systems, and/or College-owned software (all hereafter referred to as the network) will comply with the following standards:

- The network will not be used to violate any College policies; city, state, or federal laws; or contracts and agreements entered into by the College.
- It is not acceptable for a user to gain, or attempt to gain, unauthorized access to another user's computer/networked server or Internet data history and e-mail (Only HCC Information Technology personnel have this authority).
- It is not acceptable to use this network to disrupt the functions of this network or other networks; it is also not acceptable to use this network to distribute viruses or other programs that would disrupt, damage, or destroy computer software and/or equipment.
- The network is not to be used for non-college business purposes.
- Solicitations not related to HCC will not be allowed.
- It is not acceptable to use this network to threaten or harass others.
- The College will not tolerate racial, ethnic, or gender-based slurs.
- Gambling via the Internet is prohibited.
- HCC employees are prohibited from accessing non-work related chat rooms during working hours.
- Downloading software programs that violates copyright laws is prohibited.

Enforcement: The HCC Information Technology Director or appropriate administrator will review alleged violations of HCC Network Acceptable Use Procedures on a case-by-case basis. Clear violations of procedures, which are not promptly remedied by the user may result in referral for disciplinary action, termination of Internet/network services, and/or expulsion of the user from Highland Community College.

Usage Guidelines:

We are very pleased to provide this access and believe the network/internet offers vast, diverse, and unique resources. Our goal in providing this service to you is to promote education excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and

millions of individual subscribers. The Internet is becoming a daily tool used to enhance productivity. Through the Internet, we have access to:
HCC Master Calendar, meeting agendas, meeting minutes, IQ Student, and other necessary daily correspondence.

1. HCC Home Web Page and all corresponding linked information
2. Electronic mail communication for daily correspondence between employees and users all over the world.
3. Public domain software and shareware of all types.
4. Many university library catalogs, the Library of Congress, and ERIC.
5. Millions of graphics, active desktop themes, screen savers.
6. Information and news to support research among academic institutions.

Network Etiquette: Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities, including harassment, may be reported to the authorities.

Warranty:

Highland Community College makes no warranties of any kind, whether expressed or implied, for the service it is providing. HCC will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at users' own risk. HCC denies any responsibility for the accuracy or quality of information obtained through its services.

Security:

Security on any computer system is a high priority, especially when the system involves many users. Users who identify a security problem on the Internet must notify the system administrator. Attempts to log onto the network as a system administrator will result in cancellation of user privileges.

Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the HCC Server. This includes, but is not limited to, the uploading or creation of computer viruses.

Questions:

Questions or concerns regarding the Network Acceptable Use Procedures should be directed to the HCC Information Technology Director.