

## Information Technology Policies

### Phone

Residence hall rooms are wired to allow students who request telephone service to have a phone with voicemail capacity for two students. Resident students who request a phone will be provided one as requested. Directions for using the College phones are available from the IT or Residence Life and Housing departments.

All phone problems should be reported directly to the IT Department using the Help Desk (786-3007) or by submitting a work request on the CC IT website at [koalatech.columbiasc.edu](http://koalatech.columbiasc.edu).

### E-mail

Columbia College provides an e-mail account for all enrolled students. E-mail accounts are set up by Information Technology and will be given out during Orientation. Those students who miss Orientation or register late must contact Information Technology to get their e-mail address and password. IT is located in J. Drake Edens Library, Suite 122. Students will go to [www.outlook.com/my.columbiasc.edu](http://www.outlook.com/my.columbiasc.edu) to access email. Email addresses will be `username@my.columbiasc.edu`.

### Internet

Internet access is available to all enrolled students in the computer labs on campus and to all students with computers living in the residence halls. Wireless access is available in all residence halls and other common areas on campus. An Internet Access Code is required for wireless Internet access and is available at the Technology Center located in the basement of Eden's Library. Any computers found harming the college network will be disconnected and will not be allowed to reconnect until there is proof the issues have been resolved. For more information, call the Technology Center at 786-3007.

### Computer Labs & Printing

Information Technology maintains three computer labs on campus. The Edens Library lab has a campus print station accessible for printing by students with a valid user name and password. Other print stations are available around campus. Printing will be monitored, and students are allotted 500 credits per semester. Additional pages can be purchased using your credit or debit card through the campus print station. See Printing Policy below for more information.

**The labs are in the following locations:**

Breed Leadership Center Room 304

Bush Science Center Room 121

Edens Library Room 121

### Software

Columbia College requires that all students connected to the college network have an anti-virus program, that it is licensed throughout the entire academic school year and kept up to date with the latest signatures

Microsoft Office is the primary software package used at Columbia College and is installed on all machines owned by the College. All students are provided five free copies of Microsoft Office through Microsoft Office 365. For information on downloading and installing this software contact the IT Department Help Desk (786-3007).

## COMPUTER USE POLICY

### Section 1: Definition of Terms

**Acceptable Use:** Use of Columbia College's information and/or information technology (especially Internet) in a manner consistent with this policy and consistent with the mission and goals of the institution.

**Commercial Use:** Unauthorized use of or sharing of institutional data, courseware, web sites, or any other College-owned or College-sponsored information and/or information technologies (especially Internet) for the purpose of securing personal gain or profit or to enable others to secure profit.

**Information Technology Resources:** Hardware and software owned or managed by the College, to include all servers (Internet, local area networks, and Voicemail), networks (includes phone, cable TV, and data), classroom teaching technology, satellite receivers, and desktop computers.

**Unacceptable Use:** Use of Columbia College's information and/or information technology (especially Internet) in a manner that violates the College's mission and that is not in keeping with the responsible and ethical behavior expected of the College's students, faculty, and staff.

### Section 2: Policies

As student, faculty, and staff access to campus resources becomes a routine expectation, Columbia College has formulated a policy on the acceptable use of information technology resources. This policy will cover specifically a number of technology usage issues, but the basis of the policy is simple:

Columbia College expects its students, faculty, and staff to support and adhere to the ethical and legal standards surrounding information technology. An understanding of those standards is prerequisite. This expectation is grounded in the College's Honor Code and Student Code of Conduct and in the long-standing principles of integrity, truth, and intellectual freedom crucial to the success of an academic community. Information Technology resources contained on College-owned equipment are property of the College. Any unauthorized use of College-owned equipment is strictly prohibited.

It is the responsibility of each member of the campus community to understand and comply with the requirements of this policy.

#### *Access to Computing Facilities*

Columbia College computing facilities are made available to authorized faculty, staff, and students of the College and to other users by special arrangement. Proper authorization is provided by means of a username requested and granted by Information Technology. When a member of the College community becomes an authorized user of the College's computing resources, that individual agrees to abide by all provisions of the Columbia College Computer Use Policy.

User IDs and passwords must be kept confidential by users, and the sharing of user IDs or passwords is prohibited. Each employee, staff member, or faculty member using the College's system must identify herself or himself honestly, accurately, and completely when using the system.

#### *Hours of Operation*

The hours of operation for the Academic Computing Lab, housed in the basement of Edens Library, coincide with library hours including late access during peak student demand times toward the end of the semester. Student monitors

are frequently, though not always, on duty in this lab. Student monitors are on duty to assist with hardware and software problems and to help ensure that lab policies and procedures are followed.

Computer facilities are also available in the Bush Science Center seven days a week, 24 hours a day, during the regular semesters. Computer facilities in the Breed Leadership Center are available during normal working hours. These buildings are open during regular working hours and the Bush Science Center facilities may be accessed after hours with a computer coded student identification card.

### *Printing Policy*

Individuals must have a valid user name and password to access the print Kiosk on campus. Students are allotted 500 print credits each semester in the lab. Print credits are indicated in dollar amounts. Each student is provided with \$50 of print credit per semester. Black and white prints are charged at \$.10 a print. With the College's print system (ePrint), color prints are available and charged at \$.40 a print and photo quality color prints are charged at \$1.00 a print. All these prints are expensed against the \$50 print credit per semester until exhausted. If a student requires additional pages or color copies, she/he can purchase them at the Print Kiosk using a credit card.

### *Internet Usage Consistent with Law*

The usage of all Columbia College computing resources will be consistent with local, state, and federal law.

### *Copyright Law*

Columbia College respects the ownership of all intellectual property (including e-mail) which is protected by the United States Copyright Law. A copy of this law is available on reserve in Edens Library in a book by Janis Bruwelheide entitled *The Copyright Primer for Librarians and Educators* (Washington, D. C.: National Education Association, 1995). No Columbia College student or employee may copy purchased software except as allowed under the terms of the contract under which the software has been acquired. All software licensing agreements will be strictly followed. Also, no illegally copied software product may be stored on College systems or transmitted over College networks.

### *File Sharing Policy*

The Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) vigorously pursue infringements of copyrights owned by their individual members, as is their right under the U.S. Copyright Law

Downloading copyrighted music and movies from the Internet to one's own personal computer without permission of the copyright owner is illegal and a violation of the law; and strictly forbidden on Columbia College's network.

Because of the illegality of sharing copyrighted material without permission and the negative impact on the network, Peer-2-Peer programs such as Kazaa, Limewire, Morpheus, BearShare, etc. are prohibited on the Columbia College network. If this type of activity is discovered or reported by outside agencies such as the RIAA, the network connection to the suspected computer will be terminated immediately. The student will receive a letter detailing the infraction. A copy of the letter will be sent to the appropriate Judicial Coordinator, who will follow the appropriate procedures.

It is the student's responsibility to remove the offending file share program and to prove this has been done in order to regain access to the Columbia College Network. The student should contact Information Technology (IT) at 786-3007 to schedule an appointment to verify the removal of the offending program. This process could take several weeks, during which time the student will be without an internet connection in her residence hall room. In some cases this will affect all the students in that room. It is important for a student to remove these programs and materials immediately from her computer in order to avoid consequences of having one's network connection disabled or worse to be sued by the RIAA or MPAA.

### *Institutional Data Access*

Columbia College institutional data is important to the College, and access to this data by faculty or staff members who have a “need to know” is vital to the conduct of College business. Institutional data must be used solely for the legitimate business of the College and must not be modified, destroyed, or disclosed in any way that is detrimental to the purposes of the College and/or that violates the provisions of the Family Education and Right to Privacy Act (FERPA).

A data custodian is responsible for specifying the use and protection of computerized institutional data and for approving access to institutional data. The following listing indicates the College’s primary institutional data categories and the related data custodians:

Admissions Data - Vice President of Enrollment Management
Course Data - Registrar
Facilities Data - Vice President for Finance
Financial Aid Data - Director of Financial Aid
Human Resource Data - Vice President for Finance
Student Data - Registrar

An individual who has been granted access to institutional data is a data user. Each data user must ensure that she/he uses data services and facilities only as required in the performance of job functions.

### *Columbia College E-mail*

E-mail is considered an official method of communication at Columbia College. Columbia College e-mail provides easy communication among students, faculty, and staff. It delivers information in a convenient, timely, and effective manner. The Columbia College e-mail system is intended to meet academic and administrative needs of the campus.

#### Format Guidelines/Assignment of Student E-mail Accounts

Columbia College provides an e-mail account to all enrolled students at the College. Students have access to their Columbia College e-mail from both on and off campus. Accounts are created by the Columbia College Information Technology Department.

#### Expiration of Accounts

Students are allowed to keep their accounts for 6 months after graduation after which the accounts will be removed and all data will be lost..

#### Accessing Columbia College E-mail

Students can access their Columbia College e-mail via the Internet at [www.outlook.com/my.columbiasc.edu](http://www.outlook.com/my.columbiasc.edu).

#### Faculty/Staff Expectations and Educational Use of E-mail

E-mail is a tool for Columbia College faculty and staff to communicate with members of the campus community and to post news, activities, and announcements related to the Columbia College community via the Daily Blast. Faculty members will determine how e-mail is used in their classes and may require students to use their e-mail. For example, the class syllabus may be posted and/or assignments may be sent out via e-mail.

#### Expectations Regarding Student E-mail

All students are required to check their Columbia College e-mail on a frequent and consistent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications

are time-critical and not checking their e-mail is not an acceptable excuse for missing official College communications via e-mail.

#### Authentication and Confidential E-mail

No one is to use e-mail to impersonate a College office, faculty/staff member, or student. To minimize the risk, all e-mail accounts are password protected. Passwords should be changed on a regular basis and kept confidential. To change one's password:

1. Log in using a computer on the campus network. After log in is complete, push the ctrl, alt, and delete keys at the same time. A "Window Security" window will pop up with six options. Select "Change Password" and enter the information requested. Then restart the computer. After it boots up, the new password can be used to log in and then used to check e-mail.
2. Call the Help Desk Monday - Friday 8:00 am -5:00 pm or submit a work request on our website: <http://koalatech.columbiasc.edu> Remember that one's e-mail username and password are also her/his network username and password. (They are the same.) When one is changed, both are changed.

#### Appropriate Use of E-mail

All use of e-mail will be consistent to other Columbia College policies, including Columbia College's Appropriate Use of Information Technology Resources. All use of e-mail will be consistent with local, state, and federal laws.

#### Prohibited Use of E-mail

The Columbia College e-mail system is not to be used for the following: personal gain, chain letters, and solicitations for contributions for non-college entities, pyramid schemes, harassment of an individual or organization, and any illegal activity of unlawful purpose. Note: This prohibition does not extend to distribution of community service opportunities for the campus.)

No one should intercept, receive, and/or view another individual's e-mail without that user's consent.

The misuse of the Columbia College system will be adjudicated by the appropriate College oversight body. Penalties range from verbal or written denial to access campus computer resources to suspension or dismissal from the College.

#### Columbia College Distribution Lists

Individual students are prohibited from sending e-mail messages to the College distribution lists. However, students and student organizations can have messages sent via their advisor by posting them in The Daily Blast. The advisor must approve and send the requested messages to The Daily Blast database. There are a limited number of College administrators with access to the College distribution lists. All messages sent to distribution lists must be associated with official College business.

#### Network Security

Use of computers on the College Network to promote commercial business is prohibited. The College reserves the right to periodically monitor traffic to ensure that things are operating safely and efficiently. Students should not tamper with any wall jacks and wiring. Each machine will be dynamically assigned an IP address. Configuring one's system in any way is prohibited.

#### Internet Access, Chat Groups, News Groups

With regard to Internet access, chat groups, news groups, and social media, all users are reminded that such forums are public forums and that appropriate conduct as otherwise required by the *Student Handbook*, *Faculty Handbook*, and *Staff Handbook* should control their actions.

## *Appropriate Use of Computer Facilities*

The usage demand for campus computer facilities continues to increase. In an effort to fulfill the educational mission of Columbia College and to provide all users fair and equitable access to the system resources, it is imperative that all students comply with the following:

- Use only your username and password to access the network. Do not allow other users to use your username and password to access the system.
- Keep your password confidential.
- Use courtesy to maintain a peaceful and quiet lab environment.

## *Unacceptable Use*

The uses of information technology resources summarized in this section describe some, but not all, of the ways that users of the College's information technology system can violate the College Computer Use Policy. As emphasized in the introduction to this document, Columbia College expects all members of the College community to abide by the legal and ethical standards pertaining to electronic transfer of information.

### Damage or Disruption

Users may not damage computer systems or knowingly disrupt the operation or use of a computer system. Disruptions include the injecting of computer viruses and sustained high volume network traffic that hinders others in the use of the network.

### Personal or Commercial Gain

Users must not use the computer systems for personal gain or profit, such as selling access to institutional data or performing work for profit with College technology resources in an unauthorized manner.

### Excessive Use

Users must not monopolize systems, overload networks with excessive data, or waste computer time, disk space, printer paper, or other resources.

### Downloading Programs

With the exception of Information Technology personnel, absolutely no one is allowed to download or install programs on any Computer Lab PC.

## *Social Media Sites Policy*

Wise use of social networking promotes healthy communication. Students may be held accountable for information shared in the public arena that could be in violation of College policy, indicate illegal activity, or appear to be libelous information regarding a member or policy of the College. Facebook posts and other content specifically added by administrators of the College's page are official Columbia College content. Opinions expressed by other Facebook users do not necessarily reflect the opinion of the College. User provided content that is not categorized as official Columbia College content is not screened or evaluated during the submission process.

The College is not responsible for content posted on individual personal faculty, staff, and student Facebook pages. Further users are expected to abide by applicable laws, regulations, rules, and policies including the Columbia College Student Handbook, the Columbia College Faculty/Staff Manual/ Handbook, the College's sexual harassment policy, and other regulations and policies concerning public communications. The College reserves the right to remove content from its page and encourages users to report content that violates Facebook's Code of Conduct.

## Section 3: Enforcement and Penalties

### *Administrative Responsibility*

While all academic divisions and administrative offices are required to ensure that information technology is used responsibly within each respective division or office, the Office of the Provost is responsible for the establishment of the campus-wide Computer Use Policy and for the overall administration and compliance with the policy's provisions. Administration of specific issues of oversight and implementation is delegated to Information Technology. The imposition of penalties for those who have violated the College Computer Use Policy will be handled by the following administrative areas:

Student Violator: Students may face sanctions as described in the *Student Handbook*. These sanctions fall under the purview of the Dean of Students.

Faculty Violator: These actions fall under the purview of the Provost.

Staff Violator: These actions fall under the purview of the Vice President for Finance.

### *Penalties*

Persons found responsible for violating the Columbia College Computer Use Policy will be sanctioned by the appropriate College oversight body. Penalties may range from verbal or written warning to denial of access to campus computer resources to suspension or dismissal from the College. Following appropriate investigation and hearing procedure and determination of responsibility in cases of policy violation, penalties may be imposed in accordance with the above established guidelines.