

LAKE ERIE COLLEGE

System Use Policy

When you are granted access to a shared computer or Network system you become part of a community. The Lake Erie College system use policy applies to anyone who uses computer or Network resource.

I agree that I will not:

- 1) Use another person's USER ID.
- 2) Allow another person to access my account or share my password.
- 3) Attempt to circumvent or subvert system or network security measures.
- 4) Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagation viruses, disruption services, or damaging files.
- 5) Use College Computing resources for private profiting of any type.
- 6) Make illegal copies of copyrighted software, published materials or music, store such copies on College systems, or transmit them over college networks.
- 7) Intentionally impede the legitimate use of computing facilities by other people.
- 8) Use Email to harass, intimidate, or otherwise annoy another person.
- 9) Use facilities, including printers, for junk mail or mass mailings.
- 10) Waste computing resources, including printing excessive amounts of paper.

In Addition

- 1) Email should be read, responded to and deleted in a timely manner. The amount of email and their accompanying attachments in a user's mailbox may never exceed 100 megabytes. The computer accounts of students with mailboxes containing over 100 megabytes of email will be disabled. System administrators reserve the right to delete email from the account of users who have exceeded the limit without notice.
- 2) Computer programs, executable files, MP3 files, video files and large graphic files may not be stored as part of a profile. System administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law.
- 3) All users have space on a network server called their Z drive. This is the recommended place for users to store documents and files. The amount of materials stored on a user's Z Drive may not exceed 100 megabytes. MP3 files and video files may not be stored on a user's Z drive. System Administrators

reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law. The user account that exceeds the size limit not be allowed to save any more files to their drive until data is deleted.

- 4) Users who will not return to Lake Erie College during the next school semester or have graduated will continue to have access to their email, documents and account for no more than 60 days. After that time all data, including the student user account will be removed from the system.

Individuals using the Lake Erie college computer network without authority or in excess of their authority are subject to having all of their activities on this system monitored and recorded by system personnel.

I understand that usage of the Lake Erie College network may be monitored. I agree to such monitoring and further agree that if it reveals possible evidence of criminal activity, system personnel may provide this evidence to law enforcement officials.

In addition, any violation of these rules set from by the Lake Erie College IT department may result in account lockout or a loss of computer and Network privileges.

I have read and understand the above policy and agree to be bound by its terms.

Print name: _____ ID#: _____

Signature: _____ Date: _____