

Lake Erie College Computer Use Policy

I understand that the following activities are forbidden and may subject me to loss of my computer account.

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 propagating viruses, disrupting services, or damaging files.
- 5) Use College computing resources for private profit.
- 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 E-Mail 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:

11) Email should be read, responded to and deleted in a timely manner. The amount of email and their accompanying attachments in a users mailbox may never exceed 30 megabytes. The computer accounts of students with mailboxes containing over 30 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.

12) The collection of computer settings and user information know as the user's profile may never exceed 20 megabytes in size. No single file that comprises the profile may exceed 5 megabytes in size. 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. The user account of users who exceed the profile size limit will be disabled.

13) 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 50 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 of users who exceed the size limit will be disabled.

14) User accounts not used for 60 days will be deleted along with all email and stored files unless arrangements are made with system administrators to keep them active.

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.

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

Print your name: _____ ID #: _____

Signature: _____ Date: _____