

Acceptable Use Policy for Computers at Coffs Coast Community College

Date issued: 01-02-2005

Authorized by: Manager – Coffs Coast Community College

Next scheduled review: 01-01-2006

Introduction

Coffs Coast Community College provides its students with Internet access and electronic communications services as required for the purpose of learning and fulfillment of our training responsibilities. These services are for the purpose of student education and not for non-educational activities.

Use policy

- Personal use of Coffs Coast Community College's Internet and e-mail services is NOT permitted.
- Users should have no expectation of privacy while using college-owned or leased equipment. Information passing through or stored on college equipment can and will be monitored.
- Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language. Users should not use Coffs Coast Community College's services to disclose college information without prior authorization. Gambling and illegal activities are not to be conducted on college resources. Download limits are in force and violations may result in a Users privileges being revoked.
Infringements of this policy will be investigated on a case-by-case basis.
- Adjustments or alterations to the operating environment (ie. Screen resolution, adding software, modifying any Windows operating parameters, software volume controls or screensavers) other than as directed by Tutors is expressly forbidden.
- Deleting files, folders or documents other than those created by yourself is also forbidden.
- Consuming food or drink in the Computer Training rooms is banned.
- Adjustments to the display geometry by using the controls on the monitor is NOT the responsibility of the student. All perceived problems should be reported to the Tutor

Your signature indicates that you have read Coffs Coast Community College's Computer, Internet and e-mail use policy. Signing this document does not mean that you agree with each and every provision of the policy. However, it does mean that you will abide by the regulations set forth in the above policy.

Student: _____

Print Name

Signature

Course : _____

Date: / / 200

Tutor: _____