

## **River Parishes Community College Computing Facilities Policies and User Agreement**

River Parishes Community College (RPCC) computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of River Parishes Community College.

A user of RPCC Computing Facilities will:

Recognize that RPCC computing facilities are intended to support the academic mission and administrative functions of the college and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful, and courteous manner.

Recognize that authorized RPCC systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in RPCC computing facilities, including electronic mail.

Recognize that RPCC disclaims responsibility for the loss of data, time delay, system performance, software performance or any other damages arising from the use of RPCC computing facilities.

Understand that some systems at RPCC are operated under license agreements with IBM, Microsoft, and others. Under these agreements, the system may be used for instructional and research-related purposes only.

Take all necessary steps to protect the integrity of RPCC computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.

Respect the copyrights of all software and data available through RPCC computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.

Use RPCC computing resources in a manner consistent with all RPCC general policies, rules and procedures regarding codes of conduct, academic integrity and college environment. Computer and network use is also subject to Louisiana and Federal Laws and Regulations.

Respect the policies established by the administrator of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at RPCC.

Respect the privacy of electronic mail and other user files transmitted and stored in RPCC computing facilities or at any other location accessible through a network.

Accept that a User ID or program may be terminated, or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.

Use only those facilities which are in public domain, or for which they have obtained explicit authorization, at RPCC or any other location accessible through RPCC computing facilities.

Not use RPCC computing facilities for conducting private business or for personal financial gain that is not related to designated college programs or functions.

Not use RPCC computing facilities for any unauthorized or illegal purpose, such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at RPCC or elsewhere, unauthorized disruption of RPCC computing facilities, attempts to discover or alter passwords or to bypass security systems in RPCC computing facilities or any other computing facility.

I understand that violation of these policies may result in temporary or permanent loss of my access to any or all RPCC computing facilities and other disciplinary actions as appropriate. I also understand that any use of RPCC facilities is not private and that data and/or transactions may be reviewed by system administrators as part of normal operations and that RPCC implies no privacy or secrecy for those using its computing facilities.

I further understand that by my acceptance of employment in any capacity with RPCC and/or registration for classes at RPCC and/or use of RPCC computing facilities that I have agreed to and entered into agreement as it is incorporated into the applications for employment and admission.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_