

As excerpted from AP 5500, the following is considered cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- Abuse or unauthorized use of computer equipment or systems. Involves computer equipment, software, passwords, records, or any violation of the confidentiality or security of passwords, records, or software without the written permission and knowledge of the College authority responsible for the facility or resource. Includes but is not limited to:
 - a) Utilization of the College's computers for non-instructional activities. All College computers designated for student use are to be utilized primarily for instructional activities. Use of College computers for non-instructional activities will be allowed only when other students do not need the computers for instructional purposes. In addition, a student denied access to College computers if the materials being displayed while the student is engaged in non-instructional activities are disruptive to classroom or computer lab activities.
 - b) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - c) Unauthorized use of another individual's identification and password.
 - d) Violations of confidentiality or security of identification codes, passwords, access to accounts, or means to access accounts.
 - e) Intentional modification or destruction of information.
 - f) Violation of the privacy of students, faculty or staff by looking at messages intended for another individual without that individual's consent.
 - g) Deliberate introduction of invasive computer software, such as viruses, to any College electronic device is prohibited.
 - h) Downloading software from the internet or any other unauthorized software onto College computers.
 - i) Unauthorized transfer of a file.
 - j) Use of computers or other equipment to electronically interfere with the work of another student, faculty member or College official.
 - k) Use of computers or other equipment to interfere with normal operations of the College's administrative information system.
 - l) Unauthorized copying of College software for personal use.
 - m) Use of computers or other equipment to send or receive unlawful written, graphic, or verbal communication.
 - n) Unauthorized use of College computer lab passes.
 - o) Use of any electronic information resources for commercial purposes.
 - p) Use of the College's computing facilities to view/download materials containing nudity or pornography. If a student inadvertently accesses material containing nudity/pornography (easy enough to do), the student should

promptly exit the application and inform the instructor or lab assistant of the error.

Exception #1 –It is permissible to use college computing facilities to view/download materials that contain nudity for authorized study and research in the areas of art, health, and science. It is the student's responsibility to exercise good judgment when deciding whether or not the material is appropriate. When in doubt, the student should ask the appropriate College staff member.

Exception #2 –If a student wishes to pursue scholarly research or study on internet pornography or other potentially offensive topics using College computing resources, the student must obtain a letter from an instructor describing the proposed research and learning objectives. The letter is to be forwarded to the Director of Computer Services with a copy to the Dean of Student Services. The College will provide an appropriate setting where the student may conduct the research. In no case shall research of this type be conducted in College computer labs.