



INTERNET STUDENT ACCEPTABLE USE POLICY

Villa Maria College provides Internet access for student use. This access is provided through **VILLALAN**, VMC's network facilities. This document contains the **Villa Maria College's Acceptable User Policy**. Your signature on the "Student" Account Agreement will indicate your willingness to abide by the regulations detailed in this document.

A. Educational Purpose

VILLALAN has been established for educational purposes. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

VILLALAN has not been established as a public access service or a public forum. VMC has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the VMC Disciplinary Code and the law in your use of VILLALAN.

VILLALAN may not be used for commercial purposes. This means you may not offer, provide, or purchase products or services through VILLALAN.

VILLALAN may not be used for political lobbying. You may, however, use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

All students will have access to the Internet's information resources through the open computer lab (Room 13), the Palisano Lab, program-specific computer labs, and/or the Library. The Palisano Lab is available for general use when a class is not in session. Please do not disturb a class in session. Check the door listing for room availability.

To obtain computer and Internet access, a student must be actively registered as a full- or part-time student at Villa Maria College.

To be granted a computer account on VILLALAN, a "**Student**" Account Agreement must be signed.

C. Unacceptable Use

The following uses of VILLALAN are considered unacceptable:

1. Personal Safety

- a. You will not **post** personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, home address, etc.
- b. You will not agree to meet with someone you have met online without considering the possible consequences, and should you choose to do so, you will not hold Villa Maria College responsible for the results.
- c. You will promptly disclose to your instructor or Computer Services any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to VILLALAN or to any other computer system through VILLALAN or go beyond your authorized usage. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use VILLALAN to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify an instructor or Computer Services if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the VILLALAN virus protection procedures if you download software, use flash drives, or install updates.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use VILLALAN only for educational and career development activities and limited, high-quality, self-discovery activities.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used. If you must download to the hard drive, you must immediately remove the file from the system computer. Computer Services is not responsible for any files placed on the “desktop” or on the “C:” drive and subsequently removed.
- c. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have any questions, ask your instructor or the College Librarians. Copyright information is often posted on the bulletin in Room 14.

8. Inappropriate Access to Material

- a. You will not use VILLALAN to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and your instructor has approved it.
- b. If you mistakenly access inappropriate information, you should immediately inform your instructor, Librarian, or Computer Services. This will protect you against a claim that you have intentionally violated this Policy.

D. Your Rights

1. Free Speech

Your right to free speech, as set forth in the VMC Disciplinary Code, applies also to your communication on the Internet. VILLALAN is considered a limited forum, similar to a college newspaper, and therefore VMC may restrict your speech for valid educational reasons. VMC will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the VILLALAN system.
- b. Routine maintenance and monitoring of VILLALAN may lead to a discovery that you have violated this Policy, the VMC Disciplinary Code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the VMC Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. VMC will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through VILLALAN.
- b. In the event there is a claim that you have violated this Policy or VMC Disciplinary Code, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. If the violation also involves a violation of other provisions of the VMC Disciplinary Code, it will be handled in a manner described in the VMC Disciplinary Code. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

Villa Maria College makes no guarantee that the functions or the services provided by or through VILLALAN will be error-free or without defect. VMC will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. VMC is not responsible for the accuracy or quality of the information obtained through or stored on the system. VMC will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

VILLALAN usage is monitored and a log is maintained indicating login times, login locations, applications used, and sites visited. You are expected to use the Internet in a professional manner displaying personal responsibility for actions taken.