

# Bakersfield College Computer Use Procedures

## A. Introduction

Computer use shall be consistent with the educational, academic and administrative purposes of the colleges/district and shall respect the rights of other computer users.

All users are expected to learn and follow College/District guidelines for the use of specific facilities regarding prohibitions about food, beverages, smoking and computer games; protection of equipment; access opportunities; and rights of other users.

Sanctions for users in violation of computer use procedures will range from a warning, to restriction of use, to disciplinary action, to legal action as appropriate.

## B. Improper uses of Colleges/District computer facilities include the following:.

1. The use of computer resources for cheating, plagiarism, furnishing false information, or other acts of academic dishonesty is prohibited.
2. The use of computer systems shall not interfere with the work of employees or students nor disrupt the normal operation of the Colleges/District. The insertion of data into a computer system to deliberately cause problems resulting in extra work or downtime is prohibited.
3. Computer use which monopolizes resources, network use which creates unnecessary network traffic; broadcast of inappropriate electronic mail and messages; transmission of electronic chain letters or other requests for money; and distribution or circulation of media known to contain computer viruses are prohibited.
4. Copying, distributing (either free or for monetary gain), or receiving copyrighted software or electronic information without paying the specified fee (U. S. copyright laws) is prohibited.
5. Unauthorized sharing and/or attempting to access computer accounts, or accessing codes and passwords of other users is prohibited.
6. Unauthorized commercial or business use of Colleges/District computer resources for individual or private gain is prohibited.
7. The use of College/District computer resources to inappropriately transmit, receive, or copy obscene or abusive materials is prohibited

8. The use of College/District computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related violates state and federal laws and District policy and is prohibited.
9. The Electronic Communications Privacy Act (federal law) includes electronic mail and messages in the same category as U.S. mail and telephone calls, and defines unauthorized attempts to access another user's information as unlawful behavior; such behavior is prohibited.

### C. Facts Users Need to Know

Computer use is an extension of the instructional process. Infractions or abuses in the use of the Computer Commons and other computer labs will be addressed under the current Student Conduct Policy and Procedures as described in the Bakersfield College Student Handbook.

1. **Computer use is a privilege, not a right.** Violation of computer policies and procedures may lead to loss of access to computing resources, as well as to disciplinary and/or legal action.
2. Computer use is primarily; intended for the support of course work conducted for a particular class assignment. **Priority for student usage will be given to students working on class related assignments.** Personal use such as non-class related e-mail, chat rooms, and research will be allowed only as space permits.

**Students using computers for non class related activities will be asked to relinquish their workstation when students with class related assignments are waiting.** It is expected that this will occur in a courteous manner.

3. Computer use must be within the bounds of Federal and State law. Specific law covers actions such as, but not limited to: tampering with computer hardware or software, unauthorized entry into computers, vandalism, or destruction of computer files.
4. Resources available on the Internet may be potentially offensive. **Users must respect the rights of others.** For example displaying on-screen images, sounds or messages that create an atmosphere of discomfort or harassment for others is prohibited.
5. Excessive noise and/or creating a disturbance may result in the restriction of use and/or disciplinary action.
6. Information obtained from the World Wide Web and other Internet sources may be inaccurate or misleading. The college can not be held accountable for the authenticity of information gathered from these sources.
7. Technical difficulties will occur. The college is not responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties.