



POLICIES & PROCEDURES

Title: Student Computer Usage

Document Number: SS_308

Effective Date:

Revised Date:

Department: Student Services

Purpose

Providing guidelines for the proper use of the College's computers.

Scope

Entire College community.

Policy

Failure to follow the guidelines below will result in the loss of computer privileges in the computer labs located on the Louisiana Delta Community College campus, as well as computer labs at off-site locations. Repeated violations, upon return of computer privileges, will result in permanent loss of computer privileges at Delta.

1. Users must observe intellectual property rights, in particular the software copyright law.
2. No changes should be made to current settings on any computer. This includes, but is not limited to changing screensavers, changing the appearance of the desktop in any way and making any changes to application or system software default settings.
3. Users should not download or install any programs unless directly instructed by a faculty with the faculty member present and supervising the download or installation.
4. Users should not visit any sites other than those used for instructional purposes as assigned by his/her faculty member.
5. Users should not bring any food or drinks into the computer lab.
6. A user should not access any file or folder belonging to another individual for any reason.
7. A student should not attempt to access any password-protected account of another student, faculty or staff member for any reason.
8. Without specific authorization by the Director of MIS/IT or faculty, users must not remove any Louisiana Delta Community College equipment, software or documents from the computer lab.
9. Users must not deny or interfere with or attempt to deny or interfere with service to other users, e.g., by means of "resources hogging," distribution of viruses, etc.
10. Users must observe all policies of external data networks when using such networks.
11. Without specific authorization, users must not physically or electrically attach any foreign

devices such as an external disk, printer, or video system to Louisiana Delta Community College equipment.

12. Users must not access nor download sexually explicit materials. Violation of these rules will result in charges with penalties.
13. Users must not access or download child pornography materials. Violation of these rules will result in immediate expulsion from Delta.
14. Users must report evidence of violations of these rules to appropriate Louisiana Delta Community College personnel. Users must not conceal or help to conceal or "cover up" violations by any party.
15. A person accused of a violation will be notified of the charge and have an opportunity to respond before a final determination of a Louisiana Delta Community College penalty. The Dean of Student Services must approve any penalty after considering all available evidence, extenuating factors and any explanations offered by the accused. If a Louisiana Delta Community College penalty is imposed, the accused violator may appeal to the Vice Chancellor for Academic and Student Affairs. If, in the opinion of Delta, the violation warrants action beyond a Louisiana Delta Community College penalty, the case may be referred to other authorities, such as law enforcement.