Computer Use and File Sharing Policy

Williamson College recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. The resources are provided for educational and administrative purposes. The purpose of this policy is to inform the Williamson College community of responsible use of computers, computer networks (including the Internet), and other electronic resources. Williamson College is the official owner of its technology resources and the College reserves the right to deny use to those who do not use them responsibly. Users must adhere to all applicable laws and college policies and acceptable uses of information technology.

Williamson College allows employees and students to access work stations and school computers in the library for research purposes, word processing capabilities, email, and access to the College's student management system (SMS) or learning management system (LMS). Additionally, these computers are used to administer testing services when needed. It is the user's responsibility to appropriately use the College's network and any hardware or software owned by the College. The College takes computer misconduct seriously and those found guilty of wrongdoing may be subject to disciplinary action and sanctions.

Additionally, all students are required to have their own laptops per the school policy noted in the catalog. Students are informed of this policy during the Admissions process.

The following information related to Computer Use and File Sharing appears in the Campus Safety Security report released annually by Williamson College. Sanctions and disciplinary action may result in relation to violation of local, state, and/or federal law or College regulations, including but not limited to:

- Unauthorized use of computers owned and operated by Williamson College, defined as transmitting, viewing, publishing, displaying, retrieving, or storing any information that is considered in violation of local, state, or federal law (including violation of federal copyright laws);
- transmitting, viewing, publishing, displaying, retrieving, or storing any information or material that is profane, obscene, physically or sexually explicit, or that describes or displays conduct that would be considered inappropriate for general public viewing;
- transmitting, publishing, displaying, retrieving, or storing information that could reasonably be construed to create an offensive or hostile educational and/or work environment for members of a particular sex, creed, or nationality.

Additional information related to the Consumer Information and File Sharing Policy, including rights and responsibilities of the college and user responsibilities (such as acceptable and unacceptable computer use), is be accessible online through the consumer information page on the College's website.

The College uses a third-party for IT services. Representatives from the company are invited to periodically present informational sessions on computer safety and identity protection to employees and students.

Williamson College Rights and Responsibilities

It is the policy of Williamson College to maintain an environment that promotes ethical and responsible conduct in all network activities by faculty, staff, and students. It is a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the purpose and rules of the network. Williamson College retains the following rights and responsibilities:

1. To advise users that use of Williamson College-owned computer resources is subject to monitoring.
2. To inform users that the College assumes no responsibility or liability for files deleted due to space allotment.
3. To remove a user account on the network.
4. To provide internal and external controls as appropriate and feasible. Such controls include the right to determine who will have access to equipment and exclude those who do not abide by the College's Computer Use policy or other policies governing the use of school facilities, equipment, and materials. Williamson reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train employees and students in acceptable uses and policies governing online communication.

Employee and Student Responsibilities

1. Supervisors and controllers of electronic equipment shall make reasonable efforts to monitor the use of the equipment to assure that it conforms to the mission and goals of the College.
2. Users should make reasonable efforts to become familiar with the Internet and its use so that effective search, monitoring, instruction, and assistance may be achieved.
3. Users agree to learn and comply with provisions of this policy, since electronic media provided by Williamson College offers a wealth of information and resources for research.

Please be reminded that any electronic communications may also be protected by the Family Educational Rights and Privacy Act (FERPA) (1974).

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Williamson College.
2. Proper codes of conduct in electronic communication must be used. When using e-mail or the online learning management system (LMS), caution must always be taken in revealing any personal information.
3. Network accounts are to be used only by the authorized owner of the account for school purposes.
4. All communication and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is prohibited.
2. Use of the network for commercial or for-profit purposes is prohibited.
3. Use of the network for personal business may be cause for disciplinary action.
4. Use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords of other users, or misrepresent other users on the network.
6. Use of the network should not disrupt the use of the network by others.
7. Hardware and/or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
10. The unauthorized installation of any software, including shareware and freeware, for use on the College's computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator), or files dangerous to the integrity of the local area network, is prohibited.
12. Downloading entertainment software or other files not related to the mission and objectives of the College for transfer to a user's home computer, personal computer, or other media is prohibited. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other

forms of software and files not directly related to instructional and administrative purposes.

13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except duplication and/or distribution of materials for educational purposes that is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
18. Implying that the College is directly involved in political campaigns or campaign fundraising.
19. Any other activity that violates state or federal laws, or college policies.

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Disclaimer

1. Williamson College cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and can monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Williamson College will not be responsible for any damages a user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by a user's negligence, errors, or omissions. Use of any information obtained is at the user's own risk.
4. Williamson College makes no warranties with respect to:
   o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
   o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Williamson College reserves the right to change its policies and rules at any time.

Email Policy

Assignment of email address

Individuals will be issued an official Williamson College email address (WCMail) upon first registration for students, and upon hiring for employees. This email account will become active upon enrollment and subsequent attendance.

Student responsibilities

Official correspondence from faculty and staff will be communicated through the Williamson College email address. Students are responsible for the information received and are required to monitor their email account on a regular basis. Since students are required to monitor their email account, and for the student's convenience, Williamson College email addresses may be forwarded to another email account as desired. If a student opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over WCMail, even if there is a problem with the alternate email services. Users are expected to have read the Williamson College Computer Use and File Sharing Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in disciplinary action including revocation of system privileges.

Student rights

Students may use their account for personal email in accordance with the Williamson College Computer Use Policy.

Security

WCMail provides a secure sign-on and secure transfer of email within the WC Mail system. However, students should be aware that Williamson College cannot be responsible for the security of information forwarded to other accounts. Faculty, staff, and students will be issued a Williamson College email address upon joining Williamson College. The email account will become active for students upon enrollment and stay active with attendance. Williamson College provides electronic mail to employees and students to enable them to communicate with the Williamson community, other companies, and partner organizations. Please note that all electronic mail activity is subject to monitoring and scanned for viruses or offensive material.

User Responsibilities

1. Use an "Out of office" assistance to send automatic messages when you are not available.

2. Delete electronic mail messages when no longer required.

3. Respect legal protections to data and software provided by copyrights and licenses.

4. Take care not to express views that could be regarded as defamatory or libelous.

5. Do not participate in chain or pyramid messages or similar schemes.

6. Do not represent yourself as another person.

7. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, or offensive.

8. Williamsoncc.edu emails may be forwarded to another email account as desired. If a user opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over WCMail, even if there is a problem with the alternate email service.

9. Users may use their email account for personal use in accordance with Computer Use and File Sharing Policy.