

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 6010

TITLE: STUDENT ACCESS TO TECHNOLOGY RESOURCES

BASED ON POLICY: 6.01 ELECTRONICS ACCESS USE

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To set guidelines for student access to technology resources including responsibility, acceptable use, unacceptable use, and action for failure to comply

II. Procedure:

South Florida State College (SFSC) makes no warranties of any kind, either expressed or implied, for the electronic access services it is providing. SFSC is not responsible for damages which include, but are not limited to, delays, computer viruses, non-deliveries, misdeliveries, or service interruptions of any kind. SFSC specifically denies any responsibility for the accuracy or quality of information obtained through its electronic access services.

A. Student user responsibility

Students who use SFSC's computer technology and/or its electronic access services are expected to:

1. Comply with all existing College policies as they may be interpreted to apply to technology resources, including but not limited to student discipline, religious, racial, and sexual harassment/violence policies.
2. Respect the privacy of other users and not intentionally seek information about, obtain copies of, delete, or modify files or other data belonging to other users.
3. Comply with legal protection provided by copyright and license to programs, data, and documents.
4. Maintain the security of SFSC technology resources by adhering to all campus-wide and site-specific rules and policies.

5. Comply with the acceptable use policies of all technology resources to which SFSC has access.

B. Acceptable use

Acceptable use of SFSC's computer technology and/or its electronic access services:

1. Is consistent with the mission of SFSC
2. Encourages efficient, cooperative, and creative methods to perform the user's educational tasks
3. Is related to instructional and/or other support activities considered consistent with the mission of the College
4. Permits authorized and appropriate access to voice, video, and data systems, software or data, on all SFSC campuses and other remote locations

C. Unacceptable use

Unacceptable use of SFSC's computer technology and/or its electronic access services occurs if a user attempts to:

1. Use SFSC's technology resources to access or participate in an activity that is inconsistent with the mission of the College
2. Share their credentials or attempt to secure another user's credentials
3. Provide, gain, or assist in gaining unauthorized access to technology resources, including any type of voice, video, or data information
4. Interfere with the ability of students or staff members to use SFSC's technology resources or other connected services effectively
5. Access other users' work without instructor or system administrator permission
6. Tamper with, modify, or vandalize the College's hardware, software, or security systems
7. Circumvent the College's network security mechanisms
8. Distribute any material that may cause congestion of the College's information systems

9. Use SFSC's technology resources for the distribution or collection of illegal, obscene, abusive, threatening, or otherwise offensive material via telephone, video, electronic mail, internet, or other means
10. Use SFSC's technology resources for a commercial, political, or profit-making enterprise
11. Download or install any commercial software, shareware, or freeware onto SFSC drives or disks, without written permission from the system administrator

Any student action that is determined by an instructor or system administrator to constitute an inappropriate use of technology resources is a violation of these acceptable use guidelines.

Failure to comply with this policy may result in failure of the course, administrative withdrawal from the College, or other disciplinary and/or legal action as appropriate.

HISTORY: Last Revised: 2/25/20

Adopted: 1/28/97

Reviewed: 2/6/07

Revised: 12/4/01, 2/25/20