1. **General Use of Computing and Network Resources**

- Users are responsible for computing activity that takes place on their account(s). Account holders are responsible for using their account in an appropriate manner. This includes safeguarding passwords, protecting confidential data, and following security policies. Unauthorized use of another individual's account is prohibited.
- Users are responsible for respecting the privacy of others. Programs and files are confidential unless they have been made available with written permission, to other authorized individuals. Attempts to access, monitor, or alter another user's files or electronic messages is prohibited.
- Lackawanna College respects the copyright protections given authors, owners, and publishers under Federal law. Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on college computing equipment without the proper license or the express written consent of the copyright holder is prohibited. All copyrighted material is not denoted with a © symbol and users should not assume that it is. Prior to downloading a file, image, or any other type of media, users should obtain permission from the author unless the “fair use” doctrine clearly applies to the situation. For further copyright rules & regulations see Copyright Policies and Guidelines at http://www.lackawanna.edu/IT
- Internet access is filtered to only allow connections through standard ports. All other ports are restricted to help prevent peer-to-peer file sharing and limit bandwidth usage.
- Copying system files is prohibited.
- Viewing, printing, or sending offensive, pornographic, or discriminatory messages, and/or images is prohibited.
- Conducting illegal activities is not permitted.
- The willful introduction of computer viruses or other disruptive/destructive programs is prohibited.
- Users may not attempt to uncover or exploit security loopholes in our servers, server software, routers, or other network hardware.
- The intentional attempt to crash or degrade performance of network systems or programs is prohibited.
- Decryption or capture of system or user passwords is prohibited.
- Any attempt to secure a higher level of privilege or gain unauthorized access to systems on or off campus is prohibited.
• Use of the systems and/or networks to interfere with the normal operations of the college, another student, faculty member, or staff is prohibited.
• Use of the College’s computer and network resources for commercial or partisan political activity not related to the mission of the College is prohibited. Selling or advertising services/merchandise not related to Lackawanna College is not permitted.
• Network users are responsible for all traffic origination from their network device. We reserve the right to monitor all network activity, incoming or outgoing. All web usage is logged by default.
• Attempts to reconfigure the network infrastructure are prohibited.
• Attempting to set up any other kind of server on the college’s network is prohibited.

2. Computer Labs
• Computer Labs are provided for students to conduct course-related or other academic work.
• Computer labs are available when the room is open and class is not in session. Please check the sign on the computer lab door for availability.
• Food and beverages are not permitted in computer labs.
• Users are not allowed to install software onto the systems. Anyone needing software installed for academic purposes should contact the IT administrator. Notification should be given at least two weeks prior to the date needed in order to provide sufficient installation time.
• Students must save their work to their own USB drive. Saving to the hard drive of the computers is not permitted.
• During peak usage times, students should be considerate of the needs of their peers by limiting their time using the computer equipment to one hour.
• Users must show consideration for others and refrain from engaging in any activities that would interfere with the work of others, or otherwise disrupt the intended use of network resources.
• Intentionally disabling computer hardware or software, including modifications to settings, is prohibited.

3. Email
• Email accounts are provided to students for academic use.
• Email account holders are responsible for all activity generated from their account. Therefore, users should not share accounts or disclose passwords.
• Users may not attempt to impersonate or represent another individual or affiliation by using a false identity or altering the source of an electronic message.

Violations
Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it
accessible for authorized and legitimate users. By using any of Lackawanna College’s electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.

If a user feels that they are a victim of computer abuse, harassment, malicious behavior, spamming, or unauthorized account access they should report incidents to the Public Safety Department.

If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.

All users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of Lackawanna College’s computing facilities may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.