



Acceptable Computer Use Policy

Anna Maria College makes its computing facilities and network available for the use of undergraduate and graduate students on the Paxton campus, faculty and staff of the College. Those who use the Anna Maria College computing facilities or network, do so as members of the College community and are expected to conduct themselves accordingly.

The continued ability to use the network and computing facilities of Anna Maria College is a privilege, granted only to the qualifying members of the college community. As such, a responsibility for the proper utilization of such facilities lies with the user.

The conditions, which constitute this agreement, are listed below:

- I. Every user is responsible for the integrity of the college computing resources.
 - A. All users must respect the rights of other users to the extent that it includes:
 1. The privacy of personal communication and documents,
 2. Security provisions granted to individual users,
 3. The priority of educational applications over personal and/or gratuitous usage,
 4. Safeguard against the misuse, vandalism or theft of computing services and/or equipment,
 5. The rights of other users not being subjected to materials that, in their view, is considered objectionable and/or offensive.
 - B. All users must be aware of and accept that:
 1. All accounts, applications and facilities are owned by the college, and as such, are restricted and governed by the college, existing state and federal laws, and the conditions of this policy,
 2. The college reserves the right to restrict, limit, grant, rescind or extend computing privileges and access to its information resources, to any or all individuals and/or organizations,
 3. Computing facilities are to be used for activities related to, or sponsored by the college and its mission,
 4. The use of computing facilities is subject to all conditions and rules as determined or posted.
 5. The use of computing facilities for harassment or criminal activities will result in immediate suspension of computer use privileges, and will be subject to appropriate disciplinary and/or legal action.
 - C. All users must agree and recognize, upon acceptance of a computer usage account, that:
 1. The use of college computing facilities shall not be used for commercial, profit or corporate activities,
 2. Usage must respect all existing copyright, contractual and licensing laws and agreements,
 3. The college is not responsible for loss of documents, data, or personal information as the result of

system failure, hardware malfunction, viruses or malicious acts beyond the control of the college, or faults incurred by the network.

D. All users acknowledge that:

1. Anna Maria College considers violations of the acceptable use policy to be a most serious offense,
2. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, or if applicable, criminal law and prosecution,
3. Intentional attempts to impede, restrict, corrupt, vandalize, destroy or in any other way disrupt the efficient operation of the Anna Maria computer system, shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of the disciplinary policy and/or the law,
4. The portrayal or transmission of any information, in any manner that appears or can be construed as, being sponsored by the college without specific permission, is expressly prohibited,
5. They have a responsibility to report offensive material found on the college computer system. Once reported, the college will make every reasonable effort to remove the designated material.

E. By signing this form below, I accept the Anna Maria College Acceptable Computer Use Policy as currently written, or as may be amended from this date by the college, in order to comply with existing laws and interpretations. I understand the policy as presented and agree to comply with all provisions.

All students at the Paxton campus will have a student login for use in the campus computer labs as well as an Anna Maria e-mail account. Use of these accounts are contingent upon signing this Computer Use Policy form and returning it to the CIS department.

Your username will be [first initial of first name][first initial of middle name if reported][full last name] For example, if your name was John Paul Smith, your username would be jpsmith.

Note: If your name contains an apostrophe (') within the above mentioned characters do not use the apostrophe. However, if your name is hyphenated within the above mentioned characters, include the hyphen.

Your temporary password will be your student ID number (found on official documents) for both accounts. Your e-mail address will be [username]@anna-maria.edu (Example: jpsmith@anna-maria.edu).

Please see instructions on how to access your e-mail account.

Questions: call IT at 508-849-3438.