CARSON-NEWMAN COLLEGE
Policy and Procedure

INFORMATION TECHNOLOGY RESOURCE USAGE POLICY - STUDENTS

Use of the computing facilities at Carson-Newman College is a privilege available to faculty, staff and students of Carson-Newman College, subject to compliance with certain principles designed to assure that all users have reasonable access to the system and that the action of any one user will not adversely affect any aspect of the work of computer usage of another. In accepting this privilege, you are expected to abide by the following rules of conduct, and compliance with them will be monitored. Disciplinary action will be taken when these rules are violated.

Purpose and Use of Resources

1. Academic use is the primary purpose of the Information Technology resources, including the Internet connection, and always has priority over any other use.
2. Recreational use of the college’s internet connection (such as game playing, downloading audio/video files, etc.) may be limited or restricted during peak hours. Commercial use of the campus system is not allowed without prior written approval from Information Technology.
3. You are expected to be a responsible user of computing resources, especially printing in the computer labs.
4. Each student is allotted a set amount of pages they may print in open labs per term in which the technology fee is paid. Additional pages may be purchased at the Treasurer’s office during normal business hours.
5. Each user is allocated network disk space for the storage of program, email, data files and other documents generated by the user for college work. Additional disk space will not be allocated for storage of games or other personal software.
6. Downloading of files from the internet to lab computer hard drives is strictly forbidden without permission from Information Technology. Files stored on computer lab drives are subject to automatic deletion. Unauthorized installation of software on any C-N computer is prohibited.
7. Temporary guest accounts are subject to the Information Technology Policies.

Information Security

1. Your account is solely for your own use. Activity on your account is your responsibility. You are accountable for any activity such as email, document production, uploading or downloading of material done by use of your computer account authentication.
2. Change your system password regularly to protect your data. Passwords need to be of a password that is greater than 6 characters and a mixture of lower and uppercase letters and numbers.

3. If information technology personnel suspect that a user account is being used by someone other than the user to whom it was assigned, access to the account may be revoked without warning. Any user account logged on to more than one computer concurrently may be disabled until security of that account can be verified. Student computer accounts are retained for as long as the student is continuously enrolled at C-N.

4. Carson-Newman College uses sophisticated security equipment to help protect the campus network, including college computers and student computers connected to the network. The purpose of this equipment is to allow approved data such as web browsing and e-mail to pass to/from the internet while blocking unauthorized entry to the network. Each connection that is opened for web browsing, e-mail, etc., is a potential security hazard. Therefore, connections for non-essential services such as game playing will not normally be opened. The college is not responsible for any failure of the security equipment which allows unauthorized access to your computer or files stored on the campus system.

5. Students with personal computers connected to the C-N network are required to install an updated anti-virus program. Additionally, windows updates must be installed. Student computers that don’t have updated anti-virus software and windows updates will not be able to access the internet. A personal firewall is STRONGLY recommended.

6. When connecting to the C-N network, the student does so at his or her own risk and accepts complete responsibility for his or her own computer. Carson-Newman takes no responsibility for and is void of liability from computers that are infected with viruses or spyware while connected to the C-N network. Each student is responsible for all activity that takes place on his or her computer in the residence halls.

7. Students in the residence hall may not possess (through downloading or any other means) programs or files that contain or search for material that is clearly outside the scope of the college’s Christian standards. In the event Carson-Newman has reasonable evidence to believe a computer in the residence halls is disrupting the network or creating a security risk for others, that student’s connection may be revoked at the discretion of the college.

8. Using any C-N owned computing or networking device to attempt to gain illegal entry into any other computer system is prohibited.

9. If you cause damage to college-owned equipment, you will be required to pay for the replacement or repair of the equipment. You may also be subject to disciplinary sanctions. Food, drink, and tobacco products are not allowed in any C-N computer lab. Additional restrictions may apply in various computer labs across the campus.

Inappropriate Use
1. Respect for the rights of others is a crucial element of the Carson-Newman community and is central to the computer use policy. No person should use the computing facilities to harass or annoy others, or to prevent others from legitimately using the system. Sending unsolicited messages with obscene, harassing, or menacing content and sending chain letter e-mail messages or spam are examples of e-mail conduct which is not permitted. You should remember that the messages you send, whether within or outside the campus community, reflect on the college and its reputation.

2. All campus computer equipment and the data stored on campus equipment is subject to inspection and monitoring. Internet usage is both monitored and logged. You may not use or attempt to use C-N computer resources for purposes clearly outside the scope of the college’s Christian standards and mission statement, such as accessing inappropriate Internet sites. Occasionally Internet sites will be blocked that should not be. If this happens please notify Information Technology. Storage of offensive material of any kind is prohibited.

3. In sending and receiving e-mail messages, be aware that no right of privacy attaches to e-mail sent or received using the college's network or other computer resources. Messages may be monitored or reviewed by college personnel, whether because of addressing errors in the messages, investigation of suspected computer policy violations, or other reasons.

4. Altering, forging, or artificially creating any electronic information contained in a message or electronic file in order to falsify or remove identification information is prohibited.

---

**Legal Issues**

1. It is your ethical and legal responsibility to comply with all laws, including copyright laws, as you use the college computer system. Information Technology is not responsible for preventing or detecting illegally installed software or other copyright violations on your computer or the computer assigned to you.

2. Software packages installed on the network are governed by the copyright laws and agreements held by C-N. You may NOT copy software installed on the C-N network by Information Technology without written permission from Information Technology. The unauthorized installation or duplication of materials or software which is licensed or protected by copyright is prohibited.

3. Peer to Peer (P2P) file sharing (Kaaza, Kazaa, Napster, Gnutella, LimeWire, BitTorrent etc.) is a recreational use which consumes computer resources and is frequently in violation of copyright laws. P2P is not permitted on the C-N network.

4. Tunneling or other processes that attempt to circumvent standard methods of data transfer are not permitted.

5. Personal wireless access points are not allowed. Network hubs or other types of network devices not approved by Information Technology are not allowed. No
type of packet capturing software is allowed. Servers (hardware or software),
including, but not limited to, web, FTP, and file, are not allowed. File and printer
sharing is not permitted on personal computers without permission of Information
Technology. Tampering with any college owned network device or attempts to
gain access to networking equipment or any computer not belonging to you,
whether college-owned or student-owned, is strictly prohibited.

**Disciplinary Sanctions**

1. Violations or suspected violations of Carson-Newman’s computer use policy or
other applicable rules will be investigated by Information Technology or other
individuals as appropriate. An investigation may include examining any
information stored on any C-N computing system. The college reserves the right
to take immediate actions deemed necessary to safeguard the security of the
system and/or the accounts and files stored thereon.

2. Any person who misuses the computer system or college-owned computer
equipment will normally be denied access to and use of the system and its
resources. Other disciplinary sanctions which may be imposed include, among
others:

   - Loss of a computer account and/or network/Internet access
   - Probation or suspension
   - Expulsion
   - Legal prosecution for the imposition of civil or criminal penalties.

The college will cooperate with civil authorities in the investigation and
prosecution of crimes involving campus computer systems.