Lower Columbia College

Student Computing Resources Policy

1. Intent

It is the policy of the College to maintain access for its students to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and the sharing of information. It is expected that College computing resources will be used by students with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the College.

2. Scope

In this policy, computing resources are defined as those computers, computer software, networks, and electronic messaging systems (e-mail, voice mail, facsimile, and imaging systems) operated by or for the benefit of the students of the College. The use of these resources is a privilege, not a right. It is the student’s responsibility to use these resources in a manner that is efficient, ethical and legal.

Students shall strictly adhere to both the letter and spirit of this policy which is provided to insure a predictable, secure computing environment for all users. Failure to comply with the regulations set forth in this policy may result in loss of access to College computing resources and administrative, civil and criminal action under Washington State or federal law.


Students may use only those computing resources which they have been specifically authorized to use, and the use of any College computing resource is limited to educational purposes and other purposes necessary for student services. If access to computing resources is protected by a personal password, students are not to make this password available to others or allow others to use a password-protected account. Students may not accept another student’s password or attempt to find out the password of another user or aid such attempt by any other person. In some instances, shared accounts may be established to allow collaboration, in which case a password may be shared.

Students may not interfere with the use of computing resources by any other authorized user.

Students may not use College computing resources for any commercial activity.
Students may not use the College’s computing resources to send, receive, or display information including text, images, or voice that is sexually explicit, or constitutes discrimination or harassment. "Sexually explicit material" is defined in RCW 9.68.130, but exempts authorized study and research in the areas of art, health, and science. Policies related to discrimination and harassment are specifically addressed in the Lower Columbia College Administrative Policy and Procedures Manual, Student Conduct Code, Section 604.1 (WAC 132M-300-001).

Students may not examine, copy, alter, rename, or delete the files or programs of another user without the user’s permission. System administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.

Students may not forge any electronic message, or engage in any other fraudulent activity using College computing resources.

Students may not subvert or attempt to subvert, or assist others to subvert, the security of any computing resource; or otherwise interfere with the legitimate operation of any computing resource whether internal or external to the College (hacking).

The use of software or hardware devices designed to capture or examine network data (protocol analyzer or "sniffer") is restricted to authorized College staff for the purpose of network maintenance and instruction. Unauthorized use of such software or hardware devices is expressly forbidden.

College computing resources may not be used to create, disseminate, or execute a self-replicating or similar nuisance program (e.g. virus, worm, trojan horse, e-mail bomb, spamming), whether or not it is destructive in nature

4. Copyrights/Patents

Copyright and patent law applies to computer software and other materials that students may access using College computing resources. If a student infringes on any material protected by copyright/patent without proper authorization, that student may be subject to criminal and/or civil penalties. A formal copyright/patent declaration need not be in evidence for legal copyright protection to be in force.
5. External Networks and Computing Resources

Students who use College computing resources to access external networks and computing resources agree to comply with the policies of those external networks and computing resources. Specifically, you agree to comply with the State of Washington Community and Technical College Network (CTCNet) Acceptable Use Policy (http://www.ctc.edu/~ctcadmin/WCTC_Acceptable_Use_Policy.html).

6. Privacy

Pursuant to the Electronic and Communications Privacy Act of 1989, Title 18, United States Code, Sections 2510 and following, notice is hereby given that there are no facilities provided by Lower Columbia College for sending or receiving confidential messages. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information.

Authorized College staff, with due regard for the right of privacy of students and the confidentiality of their data, have the right to suspend or modify access to computing resources, examine files, passwords, printouts, tapes, and any other material which may aid in the investigation of possible abuse. Students are expected to cooperate in such investigations when requested to do so. Failure to cooperate in investigations of possible abuse is grounds for discipline that includes suspension of access to computing resources, suspension from classes, and/or dismissal from school.

7. Disclaimer

The College accepts NO RESPONSIBILITY for any damage to or loss of data arising directly from or incident to the use of Lower Columbia College computing resources, or for any consequential loss or damage therefrom. It makes representation of NO WARRANTY, express or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College’s liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, PAID TO THE COLLEGE for the use of the computing resources which resulted in said loss or damage.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may encounter or be the recipient of material they find offensive or objectionable in nature or content.
8. Enforcement

Enforcement of the provisions of this policy lies with the Administrator in charge of Instructional Computing and/or appropriate department officials. However, cases may also be referred to the judicial system. Penalties for violation of these rules and regulations may include, but are not limited to the following:

Warning: Alerting a student to a regulation may be the first action with the understanding that any recurrence of the behavior will result in disciplinary action.

Penalties: Disciplinary action may include any or all of the following:

Loss of computer privileges – Limitation or removal of computer privileges, including restriction from the use of computer facilities for a specified time period.

Restitution for damages – reimbursement for repairs to computer-related material, equipment, hardware, software and/or facilities.

Disciplinary action according to Lower Columbia College Student Conduct Code, Section 601.4.

Civil and criminal action under Washington or Federal Law

9. Agreement to Comply

Students implicitly acknowledge, by continued use of computing resources, their agreement to comply with all published policies governing the use of College computing resources