

COLUMBIA COLLEGE ELECTRONIC COMMUNICATIONS POLICY FOR STUDENTS

NOTE:

Must; Shall; Will:

Should:

May or Could; Can:

Clarification of Terms

These words or phrases indicate actions or activities that are *essential* or *mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

PURPOSE

To educate a student regarding College policy for controlling Internet use via a College PC or workstation.

APPLICATION

This policy applies to all students that use computers at Columbia College.

POLICY

Columbia College provides computer lab privileges to many of its students. Internet access is also provided based on the student's needs in a particular course; primarily for instructional purposes. The College recognizes that Internet access may be used for personal reasons; however, such use must not interfere with a student's course work, other students in the class, and must not violate other College policies (for example, Columbia's student conduct policy). Visiting Internet chat rooms and other sites considered inappropriate is a violation of this policy and will be subject to disciplinary action up to and including dismissal.

Columbia College has computer related legal obligations. These obligations include, but are not limited to, legally protected rights such as course outlines, or proprietary information, legal liability such as intentionally obtaining the legally protected rights of another company, and ensuring that only licensed software is installed. Columbia College will monitor a student's Internet access with or without notice. Program Managers or Facilitators learning of any misuse of Internet access or violations of this policy shall notify IS Management. A student found violating Columbia College's legal obligations will be subject to disciplinary action up to and including dismissal.

Columbia College reserves the right to monitor students. This monitoring will be conducted in a professional manner by authorized college personnel. Even though certain system features are present that give the appearance of privacy (e.g., personal passwords and the ability to delete messages), the presence of these features should in no way raise the student's expectation of complete privacy. Information a student considers confidential should not be put on any computer at Columbia College.

Student information or messages should not contain content that may be considered offensive or disruptive to any persons at the College. Offensive content includes, but would not be limited to; sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability. A student who engages in such inappropriate use will be subject to discipline action up to and including dismissal.

Please note as well that students are not allowed to install applications on a college computer unless it is part of the curriculum.

E-Mail

Columbia College does not support custom e-mail addresses for students. If a student wishes to obtain an e-mail address, they may do so by using appropriate services/sites available on the Internet (i.e. Yahoo, Hotmail). E-mail, although often less formal than other modes of communication, should be treated with the same care and preparation as a letter or memo. All messages, which are sent and received via e-mail, should be deleted from the system or placed in an individual student folder created by the user. A student folder must be approved by the Program Manager and deleted upon completion of the course or program. Certain students have an e-mail created on our system as prescribed by the program curriculum. Content must be deleted and addresses forfeited at the end of the course or program. Without approval, files may be deleted by Columbia College.

Student folder/email address/password or assignment access is removed automatically upon graduation or termination. A student must not expect e-mail messages to be saved or provided to them by the College.

Internet

Internet access for a student is provided during certain classes with the intent to be used as a learning tool and/or reference for applicable materials.

Access to the Internet for personal reasons during regular scheduled classroom hours is not permitted. Internet access for personal use is to be approved by the attending facilitator to ensure there is no disruption for the rest of the class. Connections and sessions are all logged and monitored by IS Management. Students who log in after class remain subject to this policy.

***At no time shall a student access Web sites, chat rooms, materials and the like which violate any applicable law (international, federal, provincial or municipal), regulation, or College policy, nor shall a student permit distribution or display of content that would reasonably be deemed offensive or insulting to another viewer.**

***At no time shall a student print materials for personal use without receiving permission prior to printing. Columbia College reserves the right to charge a student for excessive personal printing without approval.**

***At no time shall information be downloaded for use other than research or assignments. Downloading information must receive permission prior to the download. Columbia College is not responsible for the way a student may use or have intentions of using, any information downloaded while at the college.**

ADMINISTRATION

Administration of this policy rests with individual students, facilitators and program managers to ensure adherence. Any question regarding this policy should be directed to IS Management or the President.

AGREEMENT

I, _____ of the _____
Print Name Program

at Columbia College have read the policies above regarding Electronic Communication, and agree to abide by this policy.

Dated: _____

Student name _____ Signature _____