



## **STUDENT SUPPORT POLICIES — SECTION 600**

NUMBER: **620**

SUBJECT: STUDENT COMPUTER AND INTERNET ACCEPTABLE USE POLICY & PROCEDURE

LAST REVIEWED: 9/30/2016, 8/8/2017 (NO CHANGES); 7/10/2018; 2/10/2023

EXECUTIVE STAFF APPROVAL: OCTOBER 3, 2016; 2/21/2023

BOARD APPROVAL: AUGUST 19, 2009; AUGUST 16, 2017

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### **620.1 POLICY**

Mountainland Technical College provides as a service to students a wide area computer network which includes access to the Internet. As a member of the Utah Education & Telehealth Network (UETN) and UtahLink, the College adheres to the purpose and goals of UtahLink, and require network users within the College to conform to the standards of the UETN Acceptable Use Policy.

### **620.2 PROCEDURE**

Mountainland Technical College gives students the opportunity to gain computer skills necessary for course requirements and learning. The computer network is continually monitored for safety and security to protect students. Computer use is a privilege, not a right, and students must agree to use school provided computers and internet in an acceptable manner.

As part of the online New Student Orientation, and prior to using MTECH's network, students are required to read the Acceptable Use of Electronic Resources. This is found in the Student Handbook, under Section 4.24, Academic Standards. (<https://mtec.edu/student-handbook/>). Students acknowledge they have read and understood the Acceptable Use agreement, and will comply with its requirements. No student access to school computers and internet is allowed until the student has acknowledged their willingness to comply with these rules.

#### **2.1 Privilege**

Use of MTECH computers and internet is for educational purposes only. Internet services provided by the College are not intended for personal or private use. MTECH system administrators will determine appropriate use, and may deny user access at any time.

#### **2.2 Privacy**

Students have no expectation of privacy of electronic data or communications (i.e. files, disks, emails, photos, social media, etc.) which have been created, entered, or stored in, downloaded from, or accessed on the College's computer system. System administrators monitor, log and may review any files, messages, and posts.

## **2.3 Terms and Conditions**

### **2.3.1 Students will:**

- a. Only use College computer equipment with permission from, and under supervision of faculty or staff.
- b. Respect and follow the supervising staff member's instructions.
- c. Use computer hardware, the Internet, and the College network to work on school-related assignments only.
- d. Immediately report equipment failures to the supervising staff member.
- e. Immediately report accidental access to unauthorized sites to the supervising staff member.
- f. Use computer property properly and ask for help when necessary.
- g. Report unacceptable internet sites to supervising faculty or staff.
- h. Follow basic net-etiquette and be a good network citizen.

### **2.3.2 Students will not knowingly use school computers, equipment, or facilities to:**

- a. Access or distribute inappropriate materials that are objectionable in a public school environment. This includes pornographic, obscene, sexually explicit, or threatening material.
- b. Use one's identity, misrepresent one's identity or use another's identity to 1) illegally access student or college information; or 2) to send email, chat, or any form of electronic communication.
- c. Communicate with vulgar, defamatory or threatening language, graphics or artwork.
- d. Download, upload, install, or execute software without prior approval from an authorized instructor.
- e. Violate copyright or intellectual rights by knowingly downloading or distributing copyrighted material.
- f. Engage in illegal activities defined as a violation of local, state, and/or federal laws. This includes but is not limited to corrupting, destroying, or manipulating system data.
- g. Change or manipulate the configuration of computer hardware or software.
- h. Operate an unauthorized business.
- i. Lobby for political purposes.
- j. Execute non-educational gaming.
- k. Customize computer settings for personal use.
- l. Erase, expire, or reset memory cache, web page links, or HTTP location history without prior consent from an authorized instructor.
- m. Participate in any interactive real time Internet activity (such as chat rooms) without permission from the supervising staff member.
- n. Copy system or curriculum programs or files from a computer or the network without permission from the supervising staff member.
- o. Send mass emails.

**The above examples are not inclusive.**

2.3.3 MTECH is not responsible for any student's personal equipment such as laptops, PC's, tablets, phones, etc., or for online activities performed on such devices.

**2.4 Violation of any part of this procedure may subject the student to discipline, which may include expulsion from the College.**