

# COLUMBIA COLLEGE HOLLYWOOD

---

## ACCEPTABLE USE POLICY FOR COMPUTERS, EMAIL, & INTERNET

Computers, networks, and online communication equipment owned by Columbia College Hollywood are provided to support the educational mission of the institution. As such, access to information technology resources owned or operated by Columbia College Hollywood is a privilege accompanied by responsibilities and obligations, and subject to institution policies as well as local, state, and federal laws.

Acceptable Use is always ethical, reflective of academic honesty and restraint in the consumption of shared resources. It requires respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and must remain free from intimidation and harassment. Information technology resources are defined as all computer-related equipment, computer systems, software and network applications, interconnecting networks, facsimile machines, copiers, voicemail, and other telecommunications facilities, as well as all information contained therein, owned, and/or managed by Columbia College Hollywood.

When using computers, Wi-Fi, email, or the internet on campus, students of Columbia College Hollywood and their guests are expected to:

- Regard the use of the internet and the college computer network as a privilege
- Follow all rules and regulations of the computer labs
- Respect the lab attendant on duty
- Be courteous to other students working independently in a lab
- Respect copyright and licenses of all programs and data
- Respect the integrity of computing systems
- Respect the privacy of other users
- Use personal earphones or headphones

Violations of this Acceptable Use Policy include, but are not limited to:

- Violation of the campus food and drink policy.
- Installing software without specific permission of the IT department
- Using P2P or bit torrent software to download illegal copies of movies, MP3 files, videos, or software
- Installing computer programs unrelated to Columbia College Hollywood curriculum on any institutional computers
- Creating and/or propagating computer viruses
- Disrupting internet or WiFi services
- Damaging computer files, equipment, software, or data
- Contributing to the theft of any hardware and/or software
- Using the resources of the Columbia College Hollywood internet/computer network for personal financial gain
- Creating, displaying, viewing, and/or downloading threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted email, including spam
- Using or forging a false account or email address
- Using another person's computing account without express permission
- Intentionally seeking information on other users
- Obtaining copies of or modifying files or other data belonging to other users
- Posing as another user unless explicitly authorized to do so
- Creating a false user identity, user name, password, or email address to use while accessing institutional records, files, computers, or databases
- Using another student's password to access accounts without express permission of the owner
- Using the college-owned and operated internet, computers, portal, databases, or information technology resources to violate the Academic Integrity Policy of Columbia College Hollywood

This list of violations is not intended to be all-inclusive. Columbia College Hollywood reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be an Acceptable Use Policy violation although the action does not appear on a list of violations.

# COLUMBIA COLLEGE HOLLYWOOD

---

Students using information technology resources owned, operated, or otherwise provided by the college should expect to experience limited privacy in regard to the contents of personal files on the Columbia College Hollywood internet and computer network.

All students, staff, faculty, and campus visitors must acknowledge that the routine maintenance and monitoring of college information technology resources, including internet and network systems, may lead to a discovery of violation of a Columbia College Hollywood policy or the law.

Columbia College Hollywood reserves the right to discontinue account privileges of any user who violates any part of the Acceptable Use Policy. Repeated or severe infractions of this policy may result in disciplinary action leading to suspension or termination of network privileges and dismissal from the college. Any known or suspected violations of this Acceptable Use Policy must be reported to an instructor, IT support staff, the Vice President of Operations, or the Student Services Department. Each user has the responsibility to report any suspected violation of personal privacy to the Director of Student Services. An investigation will be conducted if college or campus authorities have a reasonable suspicion of violation of law, institutional policies, or the Acceptable Use Policy.

Columbia College Hollywood makes no warranties of any kind, whether expressed or implied, for the internet services it is providing, including the loss of data resulting from delays, non-deliveries, system failures, or service interruptions. Use of any information obtained via the internet through the Columbia College Hollywood network and/or computer systems is at the student's own risk. Columbia College Hollywood specifically denies any responsibility for the accuracy, quantity, or content of information obtained through internet services.

Unauthorized use of the network, copyright violations, intentional deletion, and damage to files and data belonging to the institution, other users, and/or outside agencies may be considered criminal acts and could result in involvement of governmental authorities. Columbia College Hollywood will cooperate fully with local, state, and federal authorities on any investigation related to illegal activities or activities not in compliance with school policies through the institution's computer network.