ACCEPTABLE USE
STATEMENTS/STANDARDS

Access to computing resources is a privilege granted to all TCC faculty, staff, and students. Use of TCC computing resources is limited to purposes related to the College’s mission of education, research, and community service.

Certain responsibilities accompany that privilege, and understanding them is important for all computer users. Since the use of TCC computing resources are in the public domain, all users are subject to having all of their activities on this system monitored and recorded by college personnel. Any data created or accessed through college resources is considered to be the property of TCC and may be used in disciplinary or college proceedings.

All users of TCC’s computing resources (i.e., hardware, software, network, and information systems) will comply with the following standards:

Legal and Ethical Usage

College computing resources may not be used to violate or be in violation of any municipal, state, or federal law; or to interfere with or disrupt the orderly educational process of Tulsa Community College; or to exhibit conduct or activity generally considered to be grossly offensive or totally unacceptable to society at the time and place and manner of the commission of the activity. Computing resources shall be used in accordance with the high ethical standards of the College community. Examples of unethical use, which also may involve illegality, include but are not limited to:

• Violation of computer system security
• Destruction of or damage to hardware, software, or data belonging to TCC or other users
• Harassment of other users
• Unauthorized use of computer accounts, files, and data which do not belong to the user
• Unauthorized use of access codes assigned to others
• Intentional use of computer telecommunication facilities in ways that impede the computing activities of others
• Violation of another user’s privacy
• Disruption, alterations, or unauthorized monitoring of electronic communications
• Academic dishonesty (plagiarism, cheating)
• Violation of software license agreements and other copyrights
• Unauthorized copying or use of copyrighted material
• Violations of network usage. Tulsa Community College accesses the Internet through OneNet; therefore, the OneNet Acceptable Use Policy applies to all internet usage. (See http://www.onenet.net/onenet.aup.html)

Security and Confidentiality

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user make visible, available, or provide his/her password, account, or I.D. to another person.
Remember that the Internet is a public arena and is NOT secure.

**Reasonable Usage**

TCC endeavors to maximize the available computing resources within financial and physical constraints. Everyone is expected to make reasonable use of limited resources.

Unreasonable usage can include the unnecessary storage of disk files, careless execution of intensive programs, and the generation of excessive printer output or electronic mail.

If you need multiple copies of your output, use a copying machine, not computer printers. Remember, hard copy output devices are not printing presses.

As a courtesy to other people using the networks, do not transfer large amounts of data between computing systems. Also note that the computing resources are for instructional and research use, not for personal, recreational, or commercial use.

Use of connect time, information storage space, printing, or processing capacity should be confined to a reasonable length of time.

Refrain from overuse of interactive network utilities (such as those on Internet).

Refrain from reconfiguring the computer settings.

**Sanctions**

If a user is found to have violated these statements, the College is authorized to take action consistent with its existing policies and procedures including, but not limited to, suspension and/or revocation of access to computing resources as well as enforcing any policies and procedures stated in the Student Code of Conduct and Policy Handbook for Tulsa Community College and the Policies, Practices and Procedures Handbooks for Full-Time Professional Staff, Part-time Instructors, and Staff Employees.