

# **Internet Policy**

## **Network and Telecommunications Policy**

**Students using the English Department Writing Center (H-102) and Computer Classroom (H-104) do so on the understanding that they have read and accepted the guidelines detailed in this policy document. Any questions concerning the policies and procedures of the Writing Center or Computer Classroom should be addressed to the Director, Sue Zolliker (office H-104C, extension 2562).**

The English Department adheres to the Palomar Community College District Network and Telecommunications User Policy. In taking advantage of Palomar Community College District facilities, equipment, and resources, all members of the college community are expected to act in accordance with existing federal and state laws and regulations. Neither the telecommunications policies of Palomar College nor its procedures are to be construed in any way to restrict Constitutional guarantees, including freedom of expression and the open exchange of ideas. The District retains the right to withdraw permission to use the telecommunications resources in the event that established procedures are not followed.

The English Department Writing Center and Computer Classroom provide services for students pursuing scholarly activities related to their classes at Palomar College. Due to the demand made upon a limited number of workstations, work of a solely personal nature is not permitted.

Students using the Writing Center and Computer Classroom will be expected to adhere to the guidelines for student conduct published in the Student Conduct Code.

Personal software may not be used in H-102 or H-104.

All files stored on workstation hard drives are eliminated each 24 hour period. Students must use their own Flash Drives or Email in order to save work.

Since graphics files tend to be large, they require more time to print than text files. Such files should be saved on one's own disk and printed elsewhere.

Software may not be downloaded from the Internet.

Anyone using the department's telecommunications equipment or facilities must agree to adhere to copyright and software licensing laws. In addition, anyone who uses department equipment or facilities to retrieve material from the Internet must respect copyright constraints and the guidelines for fair use of such materials. Anyone who uses the English Department Writing Center and Computer Classroom agrees to adhere to the Academic Integrity Code of Conduct, Board Policy 305, that prohibits plagiarism, defined as "false representation of another's work as one's own."

The user must not attempt any malicious act which would threaten the integrity of the District telecommunications equipment, programs, or facilities. Attempts to gain unauthorized access to files, data, or programs or to introduce a virus on a workstation or a District network are to be construed as malicious acts and will result in disciplinary action.

The user must respect the privacy of others and the security of the system. The user must obey federal and state laws relating to the communication or receipt of threats, harassment, obscenity, or pornography.

The illegal capture, printing, duplicating, and creation of Web sites or other electronic resources on Palomar Community College District computers is expressly forbidden.

The commercial use of telecommunications equipment except for the development of course materials by faculty or staff is prohibited.

The collecting and sending of e-mail is prohibited except in those cases where a student is communicating with a faculty member or a classmate regarding matters that pertain to a class at Palomar College. The e-mail user must follow the guidelines appropriate to discourse in an academic community.

Students may not use the Writing Center or Computer Classroom solely for the purpose of printing documents that have been produced elsewhere (unless that document is specifically for an English class at Palomar College).

Where indicated, certain computers are equipped with additional software designed for students with disabilities. Anyone using these computers does so on the understanding that she or he may be asked to move to another workstation should a disabled student need to gain access to this program.

No food or drink is allowed in the Writing Center and Computer Classroom.