

# Kirtland Community College **Acceptable Use Policy**

## **Who qualifies for a Kirtland Internet account?**

**Employee or student** at Kirtland Community College or at any of the COOR K-12 school districts: (Counties: Crawford, Ogemaw, Oscoda, Roscommon) West Branch - Rose City, COOR ISD, Fairview, Houghton Lake, Mio-AuSable, Crawford - AuSable and Gerrish-Higgins

**Before any k2 account will be activated, a hard copy of your signature is needed on the KCC Internet Use Agreement and Internet Account Form and form must be filed with Kirtland's Help Desk Office.**

### **Please read this document carefully before signing.**

Internet access is now available to all students, teachers and support staff (as well as to certain other interested third parties) at Kirtland Community College. We are extremely pleased to be able to bring Internet access to the Kirtland Community College District because we believe that the Internet offers vast, diverse and unique resources to all the members of the college community. Our primary goal in providing this service to the members of the Kirtland Community College community is to promote educational excellence among all the members of the Kirtland Community College District and especially within the local school systems served by Kirtland Community College – by facilitating resource sharing, innovation, experimentation and communication between and among all the parties involved.

The Internet is an electronic communications system (a "highway" if you will) connecting millions of computers from all over the world to tens (and, eventually, to hundreds) of millions of individual subscribers. And anyone connected to this Internet system has the ability to:

1. Send and receive electronic ("e-mail") messages to and from individuals who live all over the world.
2. Gather information and news from governmental agencies (like the U.S. Census Bureau or NASA) as well as the opportunity to correspond with the people (like the scientists at NASA) who staff these agencies and provide data for all the various governmental or educational research facilities now connected to the Internet.
3. Download public-domain (free) software and "shareware" of all types and purposes for all kinds of computer systems (UNIX, IBM-compatible, Apple, Amiga, Commodore, etc.).
4. Participate in discussion groups on an incredible number and variety of topics, ranging from Chinese culture to the environment to all kinds of music to politics to national and/or international news to many medical subjects such as allergies, heart disease, cancer, death and dying, etc.
5. Search many University Library Catalogs, the Library of Congress and the ERIC (Educational Resources Information Center) Clearinghouse – as well as download many of the texts contained in these libraries.

With access to computers and to people from all over the world also comes the possibility that some of our users may view some materials that might not be considered to be of educational value to them and that might be considered offensive. Although the college regrets this possibility, we firmly believe that the valuable

information and the various personally enriching interactions available on this worldwide network require that Kirtland Community College not censor Internet materials. However, transmission of any material in violation of any U.S. or state laws or regulations is strictly prohibited.

In the case of minors (under the age of 18 years), Kirtland recognizes that parents and K-12 school officials may have concerns regarding the materials available via the Internet which may be considered objectionable. Kirtland will make available to those individuals resources (such as shareware or freeware software that run on personal computers) which limit access to sites containing materials, which may be deemed inappropriate for minors. Kirtland will not accept responsibility for the limitations of such software applications.

Internet access is coordinated through a complex association of governmental agencies and regional and state-wide networks. In addition, the smooth operation of the network relies upon the proper conduct of all its end users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources.

### **Internet - Terms and Conditions**

- 1) **Acceptable Use** – The purpose of MICHNET, which is the backbone network providing Kirtland Community College's connection to the Internet at large, is to support research and education in and among academic institutions in the State of Michigan by providing access to unique resources as well as the opportunity for collaborative work among its member institutions. Therefore, the use of your account must be in support of education and research and be consistent with the educational objectives of the Kirtland Community College District as set forth in its mission statement. The use of any other organization's network and/or computing resources through Kirtland Community College must comply with the rules and/or policies appropriate to that network. Furthermore, transmission of any material in violation of any U.S. or state laws or regulations is strictly prohibited. This includes, but is not limited to, all copyrighted material as well as material protected by all laws governing trade secrets. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. All users are bound by the MICHNET User Agreement of which may be viewed at:

<http://www.merit.edu/michnet/policies/acceptable.use.policy.html>

- 2) **Privileges** – The use of Kirtland Community College's connection to the Internet is a privilege, not a right, and any violation of this agreement may result in cancellation of those privileges.
- 3) **Network Etiquette** – You must abide by the generally accepted rules of computer network etiquette. At the present time these include (but are not limited to) the following:
  - a.) Be polite. Do not be personally abusive in your messages to others.
  - b.) Use appropriate language. All communications deemed illegal by any or all federal, state or local ordinances are strictly forbidden.
  - c.) Do not reveal your own personal address nor the addresses and/or phone numbers of other students or colleagues without their permission.

d.) Note that your electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.

e.) Do not use the network in such a way that you would disrupt the use of the network by other users.

f.) All communications and information accessible via the network should be assumed to be private property. Users should not intentionally seek to obtain unauthorized copies of, or to deliberately modify, any files or other data (including passwords) belonging to any of the other users of this system without their explicit permission.

g.) As rules in Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

- 4) **Kirtland Community College makes absolutely no warranties of any kind**, neither expressed nor implied, for the services it is providing. Kirtland Community College will not be responsible for any damages the user incurs. This includes (but is not limited to) any loss of data, which results from delays, non-deliveries, mis-deliveries or service interruptions caused either by the college's negligence or the user's errors and/or omissions. Any and all use of any of the information obtained via the Internet is at the user's own risk. Kirtland Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless Kirtland Community College, the Kirtland district, board of trustees, individual trustees, agents, and employees of Kirtland Community College from and against any claim, lawsuit, cause of action, damage judgement, or administrative complaint arising out of the use of Kirtland Community College hardware, software, and network facilities under this agreement.
- 5) **Security** – Security on any networked computer system has an extremely high priority, especially when the system involves a variety of users. If you feel that you can identify a security problem that is in any way associated with Kirtland Community College's connection to the Internet, you should notify a system administrator immediately. In addition, do not demonstrate the problem to any other users. Moreover, you shall not use another individual's account without specific written permission from that individual. Finally, any unauthorized attempt to logon to the Internet as a system administrator will result in immediate cancellation of all user privileges, as detailed in Board Policy Business 2.250, Internet Account Administration.
- 5) **Vandalism** – Vandalism will result in the cancellation of ALL system privileges, as detailed in Board Policy Business 2.250, Internet Account Administration. Vandalism is defined as any attempt to harm or destroy the hardware, software, or the data of any other user on this system, on the Internet as a whole, or at any of the agencies or other computer networks that are affiliated with or connected to the MICHNET Internet backbone. This includes, but is not limited to, the uploading and/or creation of computer viruses.

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Posted 10/24/01

**Keep this document in your files with all your other important computer documentation.**

**Return only signature portion of application with all necessary signatures to:**

**Kirtland's Help Desk - Attention: Help Desk, Kirtland Community College,  
10775 North Saint Helen Road, Roscommon MI 48653**

# Kirtland Community College Internet Use Agreement

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may even constitute a criminal offense. Should I commit any violation of this agreement, I understand that my access privileges may be revoked as provided in this agreement, and school disciplinary action and/or appropriate civil and/or criminal legal action may be taken.

(This form **MUST** be completed **NEATLY in ink**)

**Applicant's** Name (Student or Employee): Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Last Name: \_\_\_\_\_ M. I. \_\_\_\_\_ First Name \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ MI. Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

User Signature: \_\_\_\_\_

## PARENT OR GUARDIAN

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the above Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Kirtland Community College to restrict access to controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for all supervision if and when my child's use of Kirtland Community College's connection to the Internet when not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

**To avoid any possible delays, turn over and complete the other side.**

# KCC Internet Account Form

**Applicant's Name (Student or Employee):** This form **MUST** be completed **NEATLY in ink**

This information is used to verify you are the account owner when you call helpdesk and ask for information such as: "I forgot my password can you please give it to me?" or to assist you with home setup over the phone.

Last Name: \_\_\_\_\_ M.I: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

Select one of the following operating systems (OS) that you have on your home machine.

Windows 95     Windows 98     Window ME     Windows 2000     Windows XP

Select one of the following:

I need a Kirtland E-mail account only     I need both dialup connection and E-mail account

If you have M33Access.com for dialup, Please list your account name: \_\_\_\_\_

\*\*\*\*\* **Select one status option and complete all information** \*\*\*\*\*

**KCC Student** Semester \_\_\_\_\_

Student ID # \_\_\_\_\_ **Expected** Date of Graduation (Month/Year) \_\_\_\_\_ / \_\_\_\_\_

KCC Campus Student? Y / N                      Online Student? Y / N                      Adult Interest Classes? Y / N

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**KCC Employee**      (Circle One)  PT/FAC     FT/FAC     PT/STAFF     FT/STAFF

DEPARTMENT \_\_\_\_\_ Title \_\_\_\_\_ Office # \_\_\_\_\_ EXTENSION # \_\_\_\_\_

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**MTEC Employee**      (Circle One)  PT/FAC     FT/FAC     PT/STAFF     FT/STAFF

DEPARTMENT \_\_\_\_\_ Title \_\_\_\_\_ Office # \_\_\_\_\_ EXTENSION # \_\_\_\_\_

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**KCC Other**                      Board Member                      Title \_\_\_\_\_

**The signed Acceptable Use Policy and KCC Internet Account Form**

**FOR OFFICE USE ONLY**

AD: ID # \_\_\_\_\_       AS/400       K2

NOVELL

FAC \_\_\_\_\_      ADMIN \_\_\_\_\_      LAB \_\_\_\_\_

AUTO \_\_\_\_\_      DEVENG \_\_\_\_\_      CAD \_\_\_\_\_

**Can be mailed to:**  
**Attention: Help Desk**  
**Kirtland Community College**  
**10775 North Saint Helen Road**  
**Roscommon MI 48653**