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USE OF SAU TECH COMPUTERS

SAU Tech provides computing and network resources for the use of students, employees and others affiliated with the College. Members of the College community are encouraged to use the computers, software packages, or electronic mail (e-mail) for educational or SAU Tech related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the SAU Tech network are and remain the property of the College. Use of the equipment and networks is to comply with the policies and procedures of SAU Tech, and any access may be denied to any student or employee who fails to comply with the College's policies and procedures regarding its use.

Internet Use

SAU Tech provides access to the Internet as a privilege and a tool for users who agree to use the resource in a considerate and responsible manner. It is unacceptable for a user to use, submit, publish, display or transmit any information which:

1. Violates or infringes on the rights of any other person, including the right to privacy;
2. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
3. Violates SAU Tech policy prohibiting sexual harassment;
4. Restricts or inhibits other users from using the system or the efficiency of the computer systems;
5. Encourages the use of controlled substances or uses the system for the purpose of criminal intent;
or
6. Uses the system for any illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

1. Conduct any non-approved business;
2. Solicit the performance of any activity that is prohibited by law;
3. Transmit material, information, or software in violation of any local, state or federal law;
4. Conduct any political activity;
5. Conduct any non-governmental-related fundraising or public relations activities;

6. Engage in any activity for personal gain or personal business transactions; or
7. Make any unauthorized purchases.

Failure to comply with regulations below may result in suspension of privileges and/or other actions under Arkansas or Federal law.

1. As a user of the network, you may be allowed access to other networks or computers. Each network or system has its own set of policies and procedures. Users must abide by the policies and procedures of these other networks/systems.
2. Users are to use **removable media** to store **all files and/or programs**. The local hard drive and/or network drive must **not** be used for such storage.
3. The computer equipment is to be used for academic/technical support or for personal productivity only. Priority will be given for academic support.
4. It is a violation of the SAU Tech policy to:
 - a. Use a computer to annoy others, including, but not limited to:
 1. The sending of abrasive, abusive or otherwise objectionable messages to others.
 2. The sending of messages that is likely to result in the loss of recipients' work or systems.
 3. Any other types of use that would cause congestion of the networks or otherwise interfere with the work of others.
 - b. Rename, alter or delete any files or programs residing on the local hard drive or the network.
 - c. Create, disseminate or run a self-replicating program ("virus"), whether destructive or not.
 - d. Tamper with switch setting, move, reconfigure or do anything that could damage computers, printers, or other equipment.
 - e. Use the computer account of another person with or without permission of the owner.
 - f. Copy any copyrighted software provided by SAU Tech. Users should be aware that it is a criminal offense to copy any software that is protected by copyright.
 - g. Remove any computers, printers or other equipment.

SAU Tech Information Technology Services staff, with due regard for the right of privacy of users and confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, and any other material which may aid in an investigation of possible abuse.

Upon entering an SAU Tech computer lab, the following guidelines are required of all users:

1. QUIETNESS -- Speak in a soft, low tone. When moving chairs, going through book bags, etc., be as quiet as possible. When listening to cassette tapes, CD's, or Internet, use earphones. You must provide your earphones.
2. RESPECT -- *Show respect to others. Treat others, as you would like to be treated. When the lab assistant, the department secretary, and/or any faculty/instructor ask you to use a quieter speaking voice, you are expected to do so or to leave the lab. You need not be asked more than once.

*Show respect for the equipment. Food and drink of any kind are not allowed. Spills can ruin the hardware. This equipment must last; therefore, we must all work together to take care of this equipment.

3. COMPUTER USE -- The computer labs are not a student lounge; if you do not have need to use a computer, you should not be in a computer lab.

NOTE: Incidents of improper behavior in the lab (including use of e-mail) will be documented. Appropriate disciplinary action will be taken as follows:

*After one (1) written documentation to the Vice Chancellor of Student Services, a verbal reprimand.

*After two (2) written documentations, a written reprimand with one-week suspension from the Lab.

*After three (3) written documentations, computer lab privileges will be suspended from the lab for the remainder of the semester or year.