

# Technology Requirements & Usage

## Minimum Computer Requirements

Computer access with Windows OS, Adobe Reader, webcam, microphone, and anti-virus protection

## Educational Purpose

*The Network* has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research.

*The Network* has not been established as a public access service or a public forum. The East Valley Institute of Technology District No. 401, hereafter referred to as the District, has the right to place reasonable restrictions on the materials students will access or post through the System. Students are also expected to follow the rules set forth in the District Student Code of Conduct rules and the law in their use of *the Network*.

Students shall not use *the Network* for commercial purposes. This means they shall not offer, provide, or purchase products or services through the Network.

Students shall not use *the Network* for political lobbying. But they may use the System to communicate with elected representatives and to express their opinion on political issues.

## Electronic Library

EVIT provides to students, staff, and faculty a highly specialized database of full-text electronic information to support the needs of secondary and post-secondary education. Six databases offer a comprehensive collection of full-text reference resources including books, journals, magazines, news publications and other sources covering topics relevant to all disciplines. Students and faculty can access the online library 24/7. Please see your Program Director for access information.

## Student Internet Access

Secondary students must obtain an individual account with the approval of their parents/guardians and the School.

Students, and their parent/guardian if the student is under 18, must sign an Account Agreement to be granted an individual account on the Network. This Agreement will be renewed on an annual basis. Parents/Guardians of secondary students may withdraw approval at any time.

Post-secondary students may obtain an individual account and must sign a Network Use Authorization Form to be granted an individual account on the Network. This Agreement will be renewed on an annual basis.

## Student Email

Students are required to check their student email daily according to their regular school schedule.

## Unacceptable Uses

### EVIT Media

- Users will not post any media on the Internet that identifies EVIT, the EVIT logo or any other identifiable representations.
- Users will consult with the Program faculty or campus administrator to receive prior permission to post media (e.g., photos, videos, graphics, designs).

### Personal Safety

- Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Users will not use chat rooms or messaging communications, i.e., Instant Messaging, when it is not school related and authorized by the faculty member.
- Users will not agree to meet with someone they have met on-line.
- Users will promptly disclose to their faculty or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### Illegal Activities

- Users will not attempt to gain unauthorized access to the Network or to any other computer system through the Network, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files, or engaging in "hacking". These actions are illegal, even if only for the purpose of "browsing".
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, etc.

### System Security

- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- Users will immediately notify the Information Systems Department (Support) if they have identified a possible security problem. However, users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures established in Policy IJNDB.
- Users will not download software into District computers without expressed permission from the Information Systems Director.

### Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and materials posted on web pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a dangerous situation.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Respect for Privacy**

- Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Users will not post private information about another person.

### **Respecting Resources Limits**

- Users will use the System only for educational and professional or career development activities (no time limit), and limited, high-quality program related personal research.
- Users will not download large files unless faculty approved. If necessary, users will download the file at a time when the System is not being heavily used. The file must be removed from the System at the earliest opportunity.
- Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people

### **Plagiarism and Copyright Infringement**

- Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the users shall follow the expressed requirements. If the users are unsure whether or not they can use a work, they shall request permission from the copyright owner. If there are questions, ask a faculty.

### **Inappropriate Access to Material**

- Users will not use the District System to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

- If users inadvertently access inappropriate materials information, they shall immediately disclose the inadvertent access following District procedures. This will protect users against allegations that the policy has been intentionally violated.

Parents of students using the Network, should instruct their student, if there are additional materials that they think would be inappropriate for their access. The District fully expects that students will follow their parents' instructions in this matter