Acceptable Computer Use

All computers at Bridgerland Technical College (BTECH) are shared educational resources of the State of Utah for the primary use of professional staff and student access. The use of the network and/or online courses is considered to be a privilege and is permitted to the extent that available resources allow. With this privilege come certain responsibilities that need to be understood and carried out by all users. Classroom computer settings must remain constant to provide a quality training environment for all users. **Therefore, any student found adding, modifying, or deleting current computer settings or software (i.e., screen savers, wallpaper, graphics, games, unlicensed software, instant messaging client, file sharing, downloading of copyrighted materials, etc.) will be subject to appropriate disciplinary action and possible termination from the College.**

Bridgerland Technical College **does not** provide e-mail accounts for students.

Users must accept the responsibility of adhering to high standards of professional conduct and act in a responsible, decent, ethical, and polite manner. Internet use is for the purpose of encouraging the pursuit of higher knowledge. Although reasonable effort is made to filter out controversial material, each individual's judgment regarding appropriate conduct in maintaining a quality resource system is essential. Students will treat their instructors, fellow students, and support staff with respect both in the physical and online classroom environments.

While this does not attempt to articulate all required behavior by its members, it does seek to assist by providing the following guidelines:

1. All use of the Internet must be in support of a world class public education and educational research in Utah and consistent with the purposes of the network.

2. Computer accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. All communications and information accessible via the Internet should be assumed to be private property. Great care is taken by the network's administrators to ensure the right of privacy of users. However, it is recommended that users not give out personal information like home addresses and/or telephone numbers. Also, passwords should be kept private and changed frequently.

3. No personal laptop computers, desktop computers, smart phones, tablet devices, or any other personal device capable of network connection will be allowed on the network; although, personal devices may connect to the Internet via the College's wireless network. Personal network devices such as wireless access points, routers, servers, firewalls, etc., are not allowed.

4. Prohibited behaviors include:
    - Sending or displaying intimidating, offensive, or inappropriate messages or pictures
    - Illegal activities (defined as a violation of local, state, and/or federal laws)
    - Harassing, insulting, or attacking others
    - Using another person's password/account
    - Accessing another person's computer, folders, work, or files without their consent
    - Possessing or using any software tools designed for probing, monitoring, or breaching the security of a network
    - Violating copyright laws
    - Having someone else complete work
    - Using additional materials to complete exams
    - Any use for commercial purposes or financial gain
    - Any use for product advertisement or political lobbying

- Any use which shall serve to disrupt the use of the network by other users
- Extensive use of the network for private or personal business

5. In regard to e-mail, chat rooms, and threaded discussions (if applicable), "netiquette" includes:
    - Having appropriate e-mail addresses
    - Using only language that would be appropriate in any face-to-face classroom at the College
    - Respecting the comments of teachers and other students. Discussions and disagreements over issues are appropriate; however, put-downs or any type of negative comments about another student or instructor is not appropriate

6. This is a legally binding document and careful consideration should be given to the principles outlined herein. Violations of the provisions stated in this document may result in suspension, revocation of network privileges, and/or dismissal/termination.

7. The above-mentioned use is subject to revision.

8. As necessary, the College will determine whether specific uses of the Internet are consistent with this document. Bridgerland Technical College shall be the final authority on use of the network and the issuance of user accounts.

Bridgerland Technical College Staff/Student Application for Computer Use

Students may be allowed use provided they read and sign thus agreeing to follow all guidelines; obtain one teacher's signature (if a student), who will act as sponsor; and obtain the signature of a parent, if under age 18.

Applicant _____   Staff/Student (please circle one)

School   Bridgerland Technical College _____

Address   1301 North 600 West, Logan, UT 84321 _____   Phone _____

I have read the College Acceptable Computer Use document and agree to abide by its provisions.   I understand violation of the use provisions stated in the document may constitute suspension or revocation of network privileges.

Signature _____   Date _____

Sponsoring Teacher(s)   (required for students)

I agree to sponsor the above student and to supervise his/her responsible use of the network as defined by the College Acceptable Computer Use document while in my classes.

Teacher's Signature _____   Date _____

Sponsoring Parent or Guardian   (required for students under 18)

I have read the College Acceptable Computer Use document.   I understand administrators of the network have taken reasonable precautions to ensure that controversial material is eliminated on the College's Network.   I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent's or Guardian's Signature _____   Date _____

Address _____   Phone _____

College - Approved by _____   Date _____