KANSAS CITY ART INSTITUTE

Name of Policy: Computer User Code of Conduct
Source: Campus Technology
Form to Complete: N/A

Policy:

Computer facilities and network resources at the Kansas City Art Institute are shared by faculty, staff, and students, requiring that users observe standards of behavior that respect and even ensure the rights of others. The Student Code of Conduct, as well as this Computer User Code of Conduct, constitutes a basis for accountability for all users of KCAI computing and network resources.

THE FOLLOWING ARE CONSIDERED SERIOUS VIOLATIONS OF CONDUCT:

- Using another person's personal account or user name to log into the network.
- Sharing of user credentials (login and password) is strictly prohibited. No users should give credentials to other users in order to grant access for any reason.
- Attempting to defeat the network or Internet security mechanisms in order to gain unauthorized system access.
- Any action intended to disrupt normal system services.
- Repeated failure to abide by regulations pertaining to computer and network usage and the Kansas City Art Institute Student Code of Conduct.
- Unauthorized copying of copyrighted software. Much of the software provided with Kansas City Art Institute systems is purchased under licensing agreements that place legal restrictions on its use and copying.

ELECTRONIC COMMUNICATIONS OR KANSAS CITY ART INSTITUTE HOSTED WEB PAGES MAY NOT BE USED TO VIOLATE THE LAW, SPECIFICALLY:

- Users may not use the Kansas City Art Institute's electronic communications or Kansas City Art Institute hosted web pages to violate any state or federal laws, including without limitation laws governing the creation, dissemination or possession of illegally copied documents or images.
- Violation of copyright law is prohibited (see Copyright Infringement Policy).

- Electronic communications or Kansas City Art Institute hosted web pages may not be used to intimidate or create an atmosphere of harassment based upon race, religion, ethnic origin, gender, age, national origin, sexual orientation or disability. Fraudulent, threatening, harassing or obscene e-mail, graphics, or other similar electronic communications are prohibited.

USERS SHOULD BE AWARE THAT COMPUTER USE INVOLVES MATTERS OF COURTESY, SPECIFICALLY:
- Printer resources are limited and laser printing is expensive, users should preview documents before printing, print as few draft copies as possible, and print only one final copy.
- To avoid "junk mail" electronic mail messages, user should consider the level of interest of the targeted audience before sending electronic mail to large groups.
- Users of public use areas should avoid disturbing other users.

Violations of conduct may result in cancellation of accounts, denial of access to facilities, removal of web links and/or removal of hosted pages, student discipline, or other administrative action by the Kansas City Art Institute.