

1.0 Rights and Responsibilities

1.1 Users shall:

- 1.1.1 Comply with these Los Rios Community College District Policies and Administrative Regulations, as well as any additional guidelines established by the administrators of each system. By using the Systems, users agree that they will comply with all applicable Policies, Administrative Regulations and guidelines.
- 1.1.2 Recognize their responsibility in the process of maintaining the security of District computing and networking resources.
- 1.1.3 Minimize the impact of their work on the work of others by not attempting to encroach on others' use of the facility or deprive them of resources. Users must utilize only those computer and/or network accounts for which they have been authorized, and as such are responsible for the use of their assigned accounts.
- 1.1.4 Maintain an environment in which resources are shared equitably between users: the system administrator of each system sets minimum guidelines within which users must conduct their activities.
- 1.1.5 Maintain an environment conducive to learning: a user who harasses, or makes defamatory remarks, shall bear full responsibility for such actions. Further, by using this system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Users agree that the District's role in managing this system is only as an information carrier, and that they will never consider transmission through this system as an endorsement of said transmission by the District.
- 1.1.6 Not use the System to knowingly perform an illegal act. Not interfere with other users' use of the Systems. For example, any attempt to increase the level of access to which the user is authorized, or any attempt to monitor or record the activities of other users or access data belonging to other users, or any attempt to deprive other authorized users of resources or access to any District computer system shall be regarded as malicious, and may be treated as an illegal act.

- 1.2 The District reserves all rights to the Systems, including but not limited to temporary or permanent termination of use of the service without prior notice. These policies and regulations shall not be construed as a waiver of any rights of the District, nor shall they conflict with applicable acts of law.

2.0 Outside Networks

- 2.1 Many of the District instructional computing systems provide access to outside networks, both public and private, which furnish electronic mail, information

services, bulletin boards, conferences, web pages etc. The District does not assume responsibility for the contents of any of these outside networks.

- 2.1.1 The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through District systems.
- 2.1.2 Users shall follow proper etiquette on outside networks. Documents regarding etiquette are available through the District campus-wide information system and through specific individual networks.
- 2.1.3 Users shall not attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading.

3.0 Passwords

- 3.1 Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources, provide unauthorized access for others or otherwise make use of computing resources for which proper authorization has not been given.
- 3.2 Users are responsible for proper password maintenance, including making periodic changes to and safeguarding the password.

4.0 Publications

- 4.1 Use of the Systems to advertise, announce or promote any District class, program or activity related to the District shall be conducted pursuant to District regulations.
- 4.2 Any use of the Systems that refers to a non-District class, program or activity shall be for an instructional purpose.