



2024-2025 Pitzer Student Handbook

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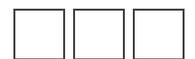
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# Computer and Network Policies and Procedures



## Computer and Network Policies and Procedures Computer Use Agreement

Use of your computer accounts and related services is a privilege. By accepting and using your Pitzer Network account, you have agreed to obey the rules and policies of the Pitzer Information Technology Department including the Appropriate Use Policy of the Claremont Colleges. Failure to follow these rules will result in the loss of this privilege.

- Users of Pitzer College computer resources are required to follow lab rules.

- Users will only use one computer at a time.
- Each user is assigned an individual account. Users will only use their own account. Users will be expected to show some form of identification to verify their identity when acquiring their account.
- The user is responsible for choosing a password during their first session and for maintaining its security (users may choose to change their password periodically). By policy students are required to change their password regularly in accordance with password expiration policy.
- The computer accounts of other users are private. Any person(s) copying from another user's files without their permission may lose their network & computer privileges.
- Users misrepresenting themselves while using any of Pitzer's computer resources will not be tolerated. This refers specially to sending email messages using a falsified name or someone else's account.
- Unauthorized use of the computer network, including but not limited to attempting to break into other systems will not be tolerated. Disciplinary action will be taken.
- All changes to the content or configurations of any system or computer MUST first be cleared with either the System Manager or the Lab Supervisor. This includes adding and running any programs or software outside of the established supported software. (i.e. games).
- Users of the system are subject to federal, state and local laws.
- Violation of copyright laws will not be tolerated. Illegal downloading of music, video's, software or other copyrighted material is not allowed and all such files will be removed. Network access can be revoked.
- Users should follow any reasonable instructions given by the consultant on duty. Any complaints regarding a user should be forwarded in writing or via email to the Lab Supervisor.
- Users are not permitted to let friends and/or relatives use their accounts. Anyone violating this is subject to having his or her privileges revoked. Limited guest accounts can be requested and will be provided at the discretion of the Lab Supervisor.
- Use of any Pitzer College technology resource for commercial purposes is strictly prohibited.
- Computer resources may not be used to engage in abuse of other users, such as sending abusive or obscene messages within or beyond Pitzer via the network.
- Users are responsible for their own data. All files should be saved to a removable storage device or to the user's networked home directory. All files stored locally on lab computers will be removed as computers are cleaned on a regular basis.
- Abusive or improper use of computer resources is not allowed. This includes, but is not limited to, misuse of system operator privileges, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment or components.

The priority protocol for use of lab computers is:

- Any faculty or staff member of Pitzer College who has reserved time for teaching a class in the lab.
- Any Information Technology staff member doing work related to their position.
- Any student of Pitzer College who are engaged in “academic activities.”
- Any faculty or staff members of Pitzer College performing non-teaching work for the college.
- Any student, faculty, or staff member of any of the other Claremont Colleges who has his or her own valid account.

**Note:** “Academic activities” is defined as research, class use and class assignments.

## The Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges’ students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges. The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges’ regulations and policies.

Computing and network facilities resources users are required to use these resources within the Colleges’ standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate and ethical behavior expected by the Colleges extends to use of computing and network facilities resources and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;

- All other similar resources owned, controlled and/or operated by the Colleges; and
- Services to maintain these resources.

**Ownership:** The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

**Access to Resource:** Access to CNF resources is a privilege, which is allowed only to the Colleges' authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

1. You must understand and comply with all applicable federal, state and local laws.
2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere.
3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all- students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify email, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.

8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals.
9. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the Federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
10. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
11. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
12. You must not create or willfully disseminate computer viruses. You must employ appropriate virus protection methods to avoid damaging CNF resources.
13. Use of CNF resources for advertising, selling and soliciting is prohibited without the prior written consent of the Colleges, and use of CNF resources for commercial purposes or for personal financial gain is prohibited. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/ or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so

may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective Information Technology organization of one of The Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

**Password/Security Codes:** Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords.

**Note:** The provisions of this Policy apply to the institutions comprising The Claremont Colleges. (rev. 6/27/02)

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