

**Bevill State Community College  
Administration, Faculty, Staff Internet/Network Access Agreement**

1. Under the terms of this agreement, you will be given access to the Bevill State Community College Internet/Network System. A user ID and password will be assigned by the Computer Services Office. This will be your Internet/Network account. You will be provided with an e-mail address. All Internet/Network access using Bevill State Community College time, equipment and/or resources will be administered by and coordinated through the Bevill State Community College Computer Services Office.
2. Software for access to the Internet/Network, e-mail, and the World Wide Web must be approved by the Computer Services Office or will be provided for the user by the Computer Services Office. In service training sessions will be held on these topics and support will be provided for the approved software. If it is determined that the user is using any software different from what has been approved by the Computer Services Office or provided by the Computer Services Office and the user does not have prior approval from the Computer Services Office for the use of such software, the user's access to the Internet/Network is subject to being immediately revoked.
3. The user is solely responsible for the use of his or her network account and the confidentiality of the password. The user's access will be suspended or changed immediately upon notification to the Computer Services Office that the user's password has been stolen, lost or otherwise compromised. Allow NO ONE to use your network account.
4. **If the user's account is suspended or revoked, an appeal can be made in writing to the President of Bevill State Community College.**
5. Bevill State Community College has contracted with Charter Communications and the Alabama Super Computer Authority to allow the user access to the Internet. To this extent, Bevill State Community College is unable to control the quality of the connection or speed of the transmission of Information passing through the network. This service/data is provided to Bevill State Community College on an "as is, as available" basis, without warranty of any kind, expressed or implied, including, but not limited to, the warranties of performance, merchantability and fitness for a particular purpose. Use of any information, programs, or data obtained via the Bevill State Community College Internet access is at the user's sole risk. Bevill State Community College and the Computer Services Office specifically disclaim any responsibility for the accuracy or quality of information obtained through this service.
6. This agreement shall be governed by and construed under the policies of Bevill State Community College and the laws of the state of Alabama.
7. Failure of Bevill State Community College to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.
8. Bevill State Community College Internet/Network access and services are provided to support open research and education in and among Institutions, plus open scholarly communication and research. Use for other purposes is not acceptable.
9. Bevill State Community College and the Computer Services Office will not be responsible for any damage the user suffers from use of the Bevill State Community College Internet/Network access. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions, or due to inadvertent release or disclosure of information sent by the user.

#### ACCEPTABLE USES

10. Education, research, and completion of assigned activities are deemed an acceptable use of the user's Internet/Network account.
11. Communication and exchange for professional purposes, to maintain currency, or to debate issues in a field or subfield of knowledge is acceptable.
12. Use for disciplinary-society, university-association, government-advisory, or standards activities related to the user's research, professional development and/or instructional activities are acceptable.

13. Use in applying for or administering grants or contracts for research or instruction, but not for other fund raising activities.
14. Any other administrative communications or activities in direct support of research and instruction.
15. Announcements of new products or services for use in research or instruction, but not advertising of any kind.
16. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.
17. When the user obtains access to other networks through Bevill State Community College Internet access, he or she must comply with the rules appropriate for that network. The entire burden of complying with such laws and regulations rests with the user.

#### UNACCEPTABLE USES

18. Internet/Network access provided by Bevill State Community College is to be used solely for College-related business and/or educational purposes.
19. The Bevill State Community College Internet/Network access may only be used for lawful purposes. Transmission of any material in violation of any federal or state statute or regulation or Bevill State Community College policy is prohibited. This includes, but is not limited to, copyrighted material, material legally judged to be threatening or obscene, or material protected by trade secret. The user agrees to indemnify and hold harmless Bevill State Community College from any claims resulting from your use of the Bevill State Community College Internet/Network System.
20. Bevill State Community College will immediately revoke the user's access if evidence of illegal or illicit activity is found and traced to your account. Additional disciplinary action may be taken at the discretion of the President of the College.
21. Use for for-profit activities is prohibited unless covered by the General Principle or as a specifically acceptable use, is prohibited.
22. Extensive use for private or personal business is prohibited.
23. Users of Bevill State Community College network services shall not disrupt any of the networks as a whole or any equipment or system forming part of its systems, or any services provided over, or in connection with, any of the Bevill State Community College networks.
24. Bevill State Community College networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
25. Advertising of commercial offerings is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged. Vendors may respond to questions about their products as long as the responses are not in the nature of advertising.
26. It is not acceptable to use the Bevill State Community College Internet/Network access so as to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. No external devices such as personal laptops, phones, iphones, external hard drives, PDA's, wireless access devices or any other devices without prior approval from Computer Services Department.
27. It is assumed that information and resources accessible via Bevill State Community College Internet/Network access are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use Bevill State Community College Internet access to access information or resources unless permission to do so has been granted by the owners or holders of rights. It is therefore not acceptable for an individual to use Bevill State Community College Internet/Network access to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

## Appendix DD

28. Much of the information on the Internet belongs to somebody--somebody else. Much of this owned information can be freely downloaded, forwarded, circulated, and used, so long as the appropriate ownership information and any other guidelines in them are followed. However, a sizable percentage of the information and files accessible through the Internet are not there for your free, unrestrained reuse. For example, if someone retrieves and uses shareware, such as from the many anonymous-FTP archive sites, that person is obligated to pay the indicated license fees, and respect the associated rules.
29. The use of the network is a privilege which may be revoked at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on a system, the use of obscene, abusive, or otherwise objectionable language in either public or private messages, the sending of messages that are likely to result in the loss of recipients' work or systems, the sending of "chain letters" or "broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.

### NETIQUETTE (Internet etiquette)

30. Be considerate in the use of computer and network resources. Avoid doing unnecessary activities during primary working hours that may slow down system response time, congest the network, or cause system crashes.
31. Observe "posted rules" such as those displayed in login banners and in Appropriate Usage Policies, Terms & Conditions, etc.
32. Obey any commercial restrictions and considerations.
33. Learn, understand and respect the organization's policies regarding personal use of Internet, email and other resources and services, such as personal use, time-of-day restrictions, etc. If necessary, get a private account on a public-access Internet account provider and private email account.
34. Remember that the Internet is a very public shared resource. Be mindful of what you do in terms of not abusing resources or talking about private information.
35. You are in public. Unless you are satisfied with the security surrounding your activities, never do or say anything you wouldn't be willing to see on the front page of tomorrow's newspaper or posted on the bulletin boards in the mailroom.
36. Always bear in mind that you are representing Beville State Community College as you use the Internet/Network.
37. These terms and Conditions supersede all previous representations, understandings or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted.
38. Use of the Beville State Community College Internet/Network access constitutes acceptance of these Terms and Conditions.

I have read and understand the above policies, Terms and Conditions, and I agree to abide by all policies, Terms and Conditions set forth herein, as well as any additional policies that may be implemented in the future.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_