

Kalamazoo College Information Services

Computing Resources Usage Agreement

Name: _____

College ID No: _____

Account Name: _____

Phone: _____

By signing the following agreement, the undersigned acknowledges that he or she has read, understands and agrees to comply with the following principles governing the use of Kalamazoo College's computing facilities, which includes all computing and network equipment owned by the College as well as remote computing resources accessible through the College's facilities. The undersigned further agrees to adhere to all Kalamazoo College computing policies and guidelines including but not limited to those in the following documents: *Kalamazoo College Information Services General Computing and Network Use Policies* and the *Kalamazoo College Web Handbook*. The effective versions of these documents will be available on the Kalamazoo College official web site (see <http://www.kzoo.edu/is>).

If this is an organizational account, a new agreement must be signed and submitted to Information Services (IS) if the person responsible for the account should change. Student organization accounts will be disabled annually at the beginning of the Fall Quarter and reactivated when a new agreement is completed.

A. Personal Web Page Requirements:

- Every personal page must include a standardized "mail to" link to its Information Provider (i.e. the person who is signing this document and is therefore responsible for the content of the pages provided under this account), who will be expected, among other things, to reply in a timely and responsible fashion to e-mail inquiries generated by his or her pages and to Webmaster queries related to those pages.
- The College does not endorse or approve any links to or from outside or non-"K" College pages to or from any personal web page.
- The Web pages of an individual faculty member, student, staff or approved guest of "K" College do not implicitly or explicitly represent official positions and policies of the College. To that end, every Information Provider is required to have the following disclaimer in full at the end of their Home Page (i.e. the primary access page for their site):

The views and opinions expressed in this page are strictly those of its Information Provider. The contents of this page have not been reviewed or approved by Kalamazoo College. Information Providers assume all responsibility and liability for the content of their pages. Please address all comments and other feedback to the Information Provider listed in this page, or click on the "mail to" link.

B. Copyright, Intellectual Property & Privacy Issues:

- Materials that are owned by others may not be published on Web pages (Personal or Official) without the expressed permission of the owner. Assume that materials published on the Web by others are protected by copyright unless a disclaimer or waiver is expressly stated.
- Computer software and electronic transmissions of intellectual property are protected under the Copyright Act of 1976. Common violations of this policy include unauthorized use or distribution of trademarked images, photographs, artwork, video, audio, text, and data that have been created or are owned by others.
- All information stored on computing systems at "K" College is considered private unless purposely made available to the public by the owner. IS staff will access a private file (including e-mail), programs, passwords, accounting information, printouts, tapes or other computing media without the owner's consent only in cases of suspected system security breaches or policy violations, or upon written authorization of the Director of Information Services. A request for help in solving a system problem is implicit consent to view files which may be related to the problem. Users should be aware that data on the College's computing systems are backed up onto tape and may be subpoenaed in a court case.

C. General Requirements and Policies:

- The undersigned agrees that only he or she will use the account registered in his or her name.
- Passwords may not be shared, hacked, or divulged in any way. The undersigned is responsible for every action occurring within or originating from this account.
- The undersigned acknowledges responsibility for any files or data saved on college computing systems. In particular, the disk drives of the microcomputer lab systems will be cleared periodically and IS staff are not responsible for any personal files or data of any type stored on those drives.
- Individual account space on the College's email/personal web server is limited to 100mb for students, 100mb for faculty and staff and 20mb for guests. Faculty, staff, and student personal storage space on the College's file servers should be limited to 50mb per person.
- Alumni and guests using the microcomputer labs may be asked to give up his or her computer if the labs are full or upon the request of a current "K" College student, faculty or staff member.
- Should a complaint arise from any content in a Personal Web Page, access to that material may be suspended pending further examination and consideration of these materials in light of IS and College web-related guidelines.
- Kalamazoo College's computing resources may not be used for any activity which is contradictory to the educational goals or operational policies of the College.
- Kalamazoo College's computing resources may not be used for any activity which violates the College's policies on academic honesty or the College's Honor Code.
- Kalamazoo College's computing resources may not be used for any activities which intimidate, threaten or harass individuals, or which violate the College's policies concerning relationships between individuals or groups.
- Kalamazoo College's computing resources may not be used for personal profit-making or commercial purposes, or to personally support a non-profit group or organization unless special arrangements have been made with the Director of Information Services prior to such use.
- Kalamazoo College's computing resources may not be used for personal political campaign activities nor in support of or against anyone running for any local, state or federal office.
- No person may possess or use computing equipment or programs, or engage in activities which violate or hamper another person's use of computing resources. Prohibited behavior includes but is not limited to:
 - a. using programs that attempt to control terminals, obtain another user's passwords or acquire another user's files
 - b. renaming, deleting, or otherwise manipulating files without proper authorization
 - c. handling equipment in a manner that may cause physical damage or
 - d. knowingly distributing computer viruses
- The tampering with, destruction of, or removal/theft of security devices or codes on any Kalamazoo College computing equipment is illegal and prohibited.
- Unauthorized reading, copying, deletion or modification of someone else's data or electronic mail is prohibited.
- The sending of obscene or abusive messages, chain letters, mass mailings, viruses or other forms of electronic mayhem is expressly forbidden.
- Networked or multi-player games over "K" College modem lines or MICHNET are not allowed.
- Harassment of IS staff or Computing Assistants, or failure to comply with their reasonable requests, will result in the user's removal from the labs, revoking of computing privileges or other penalties warranted by the user's actions.

I have read and understand the previous provisions, aforementioned academic and IS policies, and legal restrictions. I further understand that *use of these resources is a privilege*, not a right, and that if the terms of this agreement are violated, the College or IS staff may issue a warning, deny access to computing resources, refer for prosecution or administer other penalties depending upon the nature of the infraction. The lack of a signature below indicates non-compliance.

Signature: _____

Date: _____

This document may not be filed electronically.