Guidelines for use of LLTC Computers and IT Resources

- Protect your User ID and Password from unauthorized use.
- You are responsible for all activities generated from your User ID
- All electronic communication between and among LLTC students and personnel is to be done from LL TC assigned electronic email accounts.
- It is the responsibility of each student to monitor their email account for communications from the staff members, instructors and student representatives.
- Be considerate in your use of shared resources.
- Use resources only for authorized purposes.
- Respect the rights of others.
- Abide by the security restrictions on all systems and information to which you have access.
- LLTC is not responsible for damage or loss of personal equipment brought onto campus.

Unacceptable/Irresponsible Use of College Computers and Resources

- Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never appropriate. One test of appropriateness would be to only "say" things via email that you would be willing to say directly to another person.
- Messages sent as electronic mail should meet the same standards as tangible documents. Identify yourself clearly and accurately.
- Do not send threatening or harassing materials.
- It is unacceptable to use the LLTC college system to engage in wasteful or disruptive practices, such as creating or sending "chain letters," "broadcast" messages or unwanted material, "flaming" or overloading a system.
- Do not use email for inappropriate personal use or gain such as commercial purposes or financial gain, wagering, or fundraising, unless sanctioned by LLTC.
- Do not use another person's system, User ID, password, files or data.
- Never attempt to circumvent or subvert the system or network security measures or engage in behavior that is intended to create or propagate viruses, damage files or make unauthorized modifications to university data.
- Do not use college resources for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
- Do not make or use illegal copies of copyrighted materials or software.
- It is unacceptable to download, view, create or distribute material or visit sites that include, but are not limited to those containing pornographic, racist, hate promoting material, or other material whose access may undermine campus policies and college values.