

TRINITY BIBLE COLLEGE NETWORK ACCESS POLICY
Revised December 9, 2015

PREAMBLE:

Please read the following policy carefully. Below are the guidelines provided to outline the responsibilities you are about to acquire. Being a student, student employee, staff employee, or faculty member, if you violate any of these provisions, all access privileges may be terminated, appropriate disciplinary action may be taken, and future access through the campus network may be denied.

TERMS AND CONDITIONS

0. DEFINITIONS

"The Contract" refers to the Trinity Bible College Network Access Contract.

"TBC" refers to Trinity Bible College.

"You" refers to the person to whom network access is being granted.

"The Network" refers to TBC's computer equipment, networking equipment, computer software and services to which access is being provisioned for in this contract.

1. SCOPE OF CONTRACT

This contract is legally binding and must be signed before access to the Network will be given. The terms stated in this contract are to remain effective as long as you are either (1) enrolled as a student at TBC or (2) an employee of TBC. These terms may change at any time without prior notice. The effective version of this agreement will be provided upon request.

2. RESTRICTIONS

Use of the Network is a PRIVILEGE, not a right, granted by the administration of Trinity Bible College and may be revoked at any time for inappropriate conduct including, but not limited to:

- Emailing internal TBC distribution lists without obtaining prior approval;
- Product advertisement or political lobbying;
- Soliciting e-mails that are unrelated to school activities, or soliciting non-school business for personal gain or profit;
- Misrepresenting oneself or the college;
- Representing personal opinions as those of the school;
- Accessing, viewing, transmitting or archiving pornographic, abusive, profane, threatening, racist, sexist, or otherwise objectionable materials for public or private use;
- Using the Internet or e-mail for gambling;
- Causing congestion, disruption, disablement, alteration, or impairment of any part of the Network;
- Operation of a router and/or wireless access point without prior approval;
- Defeating or attempting to defeat security restrictions imposed on any part of the Network;
- Assigning a static IP address to a computer without authorization from TBC's Information Technology department;
- Unauthorized scanning of TCP/IP ports or addresses regardless of intent;
- Modifying or extending network services or wiring beyond the area of their intended use;
- Use of another person's files without explicit authorization;
- Revealing or publicizing confidential or proprietary information, which includes, but is not limited to: school databases and the information contained therein, computer software, computer network access codes, email addresses and student information;
- Engaging in unlawful or malicious activities;

- Infringing in any way on the copyright or trademarks of others;
- Violating the laws and regulations of the United States, any other nation, any state, city, province, or other local jurisdiction

The administration of TBC will deem what is inappropriate use, take appropriate action and determine consequences. Also, TBC's Information Technology department may deny access at any time per what is deemed necessary. The administration and/or staff of TBC may request TBC's Information Technology department to deny, revoke, or suspend any network services, but ultimately it is the decision of the administration and Information Technology department of TBC to determine when access to the Network would be denied, revoked or suspended.

3. PRIVACY

By using the Network you waive any right of privacy concerning anything you create, store, send or receive on the Network. All users should be aware that any usage, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons. The release of this information is subject to applicable state and federal laws and college rules, policies, and procedures on confidentiality. Data relating to or in support of illegal activities will be submitted to appropriate authorities following proper legal procedures. It is a violation of this contract for any student or employee, including system administrators and campus administration, to access electronic mail and files to satisfy curiosity about the affairs of others.

4. SECURITY

As a student or employee of TBC you may receive login information including a username and password. This information is private; distribution of your username and password is not permitted under any circumstances. As such, you should never ask another person for their password, regardless of circumstances. Users should take proper precautions to ensure the security of their login information, including logging off or locking a computer when it is not in use. Any user who discloses their password to another person will be held responsible for any improper actions committed under that login.

5. EMPLOYEE PRIVILEGES

It is acceptable that any employee of TBC may use the Network for brief and occasional personal use during business hours as long as it is not excessive, inappropriate, or incurring expense to the college. Personal use is considered "excessive" if it interferes with normal job functions. Excessive personal use of the Network may be deemed a violation of this contract.

6. PERSONAL COMPUTERS

It is the discretion of TBC's Information Technology department to deny any personal computer access to the Network if a computer is deemed unfit to access the Network or if the computer poses a security risk to TBC.

7. LIMITATION OF LIABILITY

TBC will not be liable for any damages you may suffer while accessing the Network, to the extent permitted by applicable law. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or error. Use of any information obtained via the Network is at your own risk. TBC denies any responsibility for the accuracy or quality of information obtained through the Network.

"I understand that by signing this contract I agree to abide by the above Terms and Conditions of the Trinity Bible College Network Access Contract. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action pursued."

Name (please print): _____ ID: _____

Signature: _____ Date: _____