AANIIIH NAKODA COLLEGE
INTERNET POLICY
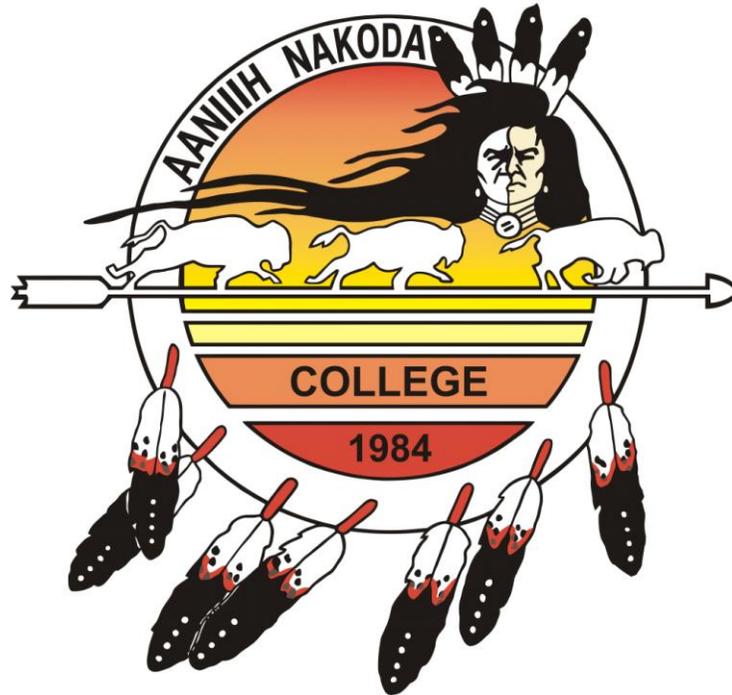
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Passed by ANC Board of Directors August 2003

NAME REVISED: 1/31/2014, BY HAROLD HEPPNER

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INTERNET POLICY

Purpose

1.   AANIIIH NAKODA COLLEGE (ANC) is providing employees and students with access to the College's electronic communication system, which includes Internet access.

2.   The ANC system has a limited educational purpose. The purpose of the ANC system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase college intercommunication, enhance productivity, and assist ANC employees in upgrading their skills through greater exchange of information with their peers. The ANC system will also assist the College in sharing information with the local community, including parents, social service agencies, government agencies, businesses, etc.

3.   Users may not use the ANC system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. College acquisition policies will be followed for purchase of goods or services through the ANC system.

4.   The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

ANC Responsibilities

1.   The Information Systems Specialist will serve as the coordinator to oversee the ANC system and will work with other regional or state organizations as necessary.

2.   The Information Systems Specialist will serve as the building-level coordinator for the ANC system, will approve building-level activities, ensure Staff and Faculty receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the ANC Acceptable Use Policy (Section K.) at the building level.

3.   The Information Systems Specialist will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a virus protection process, and any other activities necessary for the maintenance of the system.

Technical Services Provided through ANC System

1.   **E-mail** - E-mail will allow employees and students to communicate with people from throughout the world. Users will also be able to subscribe to mail-lists, list-servs, etc., to engage in group discussions related to educational subjects.

2.   **World Wide Web** - The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.

3.   **Telnet** - Telnet allows the user to log in to remote computers.

4. **File Transfer Protocol (FTP)** - FTP allows users to download large files and computer software.

5. **Newsgroups** - Newsgroups are discussion groups that are similar to mail-lists. ANC may provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.

6. **Internet Relay Chat (IRC)** - IRC provides the capability of engaging in "real-time" discussions. ANC will provide access to IRC only for specifically defined educational activities.

7. **Blocking software** - ANC will acquire software designed to block access to certain sites.

Access to the System

1. **The ANC Acceptable Use Policy, set forth in Section K will govern all use of the ANC system. Student use of the system will also be governed by the Student Handbook. Employee use will be governed by ANC Policy and Procedure Manual.**

2. **World Wide Web** - All College employees and students will have access to the Web through ANC's networked computers. No agreement will be required.

4. **Individual E-mail Accounts** - Students may be provided with individual e-mail accounts by the Information System Specialist. An agreement will be required for an individual e-mail account. This agreement must be signed by the student.

5. **Individual E-mail Accounts for Employees** - ANC employees will be provided with an individual account. An agreement will be required for an individual e-mail account. This agreement must be signed by the Employee.

6. **Guest Accounts** - No guest accounts will be available at this time.

ANC Limitation of Liability

1. ANC makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the ANC system will be error-free or without defect. ANC will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. ANC is not responsible for the accuracy or quality of the information obtained through or stored on the system. ANC will not be responsible for financial obligations arising through the unauthorized use of the system. (See Section K)

Due Process

1. ANC will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the ANC system.

2. In the event there is an allegation that a user has violated the ANC Acceptable Use Policy, the user will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a neutral administrator.

3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student

in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student handbook, the violation will be handled in accord with the applicable provision of the student handbook.

4.   Employee violations of the Acceptable Use Policy will be handled in accordance with Board policy.

Search and Seizure

1.   System users have a limited privacy expectation in the contents of their personal files on the ANC system.

2.   Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the ANC Acceptable Use Policy or the law.

3.   An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

4.   All users should be aware that their personal computer files are discoverable.

Copyright and Plagiarism

1.   ANC policies on copyright will govern the use of material accessed through the ANC system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

2.   College policies on plagiarism will govern use of material accessed through the ANC system. Teachers will instruct students in appropriate research and citation practices.

Academic Freedom, Selection of Material, Student Rights to Free Speech

1.   College and Student policies on Academic Freedom and Free Speech will govern the use of the Internet.

ANC Web Site

1.   **ANC Web Site** - The College will establish a Web site and will develop Web pages that will present information about the College. The Information Systems Specialist or his/her appointee will be designated the Webmaster, responsible for maintaining the ANC Web site.

2.   **Class Web Pages** - Classes may establish Web pages that present information about the class activities. The Instructor will designate an individual to be responsible for managing the class Web site.

3.   **Student Web Pages** - With the approval of the Information Systems Specialist or Webmaster, students may establish personal Web pages. The Information Systems Specialist will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in

the student's Web site must be related to the student's educational and career preparation activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to AANIIIH NAKODA COLLEGE."

4. **Extracurricular Organization Web Pages** - With the approval of the Information Systems Specialist or Webmaster, extracurricular organizations may establish Web pages. The Information Systems Specialist will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and will include only student-produced material. Organization Web pages must include the following notice: "This is a organization extracurricular Web page. Opinions expressed on this page shall not be attributed to AANIIIH NAKODA COLLEGE."

ANC Acceptable Use Policy

The following uses of the ANC system are considered unacceptable:

1. **Illegal Activities**

    a. Users will not attempt to gain unauthorized access to the ANC system or to any other computer system through the ANC System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

    b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

    c. Users will not use the ANC system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

2. **System Security**

    a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

    b. Users will immediately notify the Information Systems Specialist if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.

    c. Users will avoid the inadvertent spread of computer viruses by following the ANC virus protection procedures if they download software.

    d. Users will not transmit any data or programs that cause disruption of service for others.

3. **Inappropriate Language**

    a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

    b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c.   Users will not post information that, if acted upon, could cause damage or a danger of disruption.

d.   Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

e.   Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

f.   Users will not knowingly or recklessly post false or defamatory information about a person or organization.

4.   Respect for Privacy

a.   Users will not repost a message that was sent to them privately without permission of the person who sent them the message.

b.   Users will not post private information about another person.

5.   Respecting Resource Limits

a.   Users will use the system **ONLY** for educational and professional or career development activities and limited, high-quality, self-discovery activities.

b.   Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer disk.

c.   Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

d.   Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota as set forth by the Information Systems Specialist.

e.   Users will be subscribed only to high quality discussion group mail-lists and list-servs that are relevant to their education or professional/career development.

f.   Users may not distribute unsolicited advertising.

6.   Plagiarism and Copyright Infringement

a.   Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b.   Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

7.   Inappropriate Access to Material

a.   Users will not use the ANC system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). An exception may be made for hate literature if the purpose of such access to conduct.

ANC employees may access the above material only in the context of legitimate research.

b.   If a user inadvertently accesses such information, they should immediately disclose the inadvertent access. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

Accounts used for illegal behavior will be closed immediately by the Information Systems Specialist. If it can be determined that the account security was compromised, and the attack was not the work of the account holder, the account may be reinstated with a different username/password at the discretion of the Information Systems Specialist.

Accounts used for inappropriate activities will be suspended. The first offense will result in temporary suspension. The Acceptable Use Policy will be reviewed and, at the discretion of the Information Systems Specialist, the account will be reinstated. The second offense will result in permanent closure of the account.

The Internet Policy is subject to change when necessary by AANIIIH NAKODA COLLEGE and Board of Directors.

INTERNET PENALTIES

Accounts used for illegal behavior will be closed immediately by the Information Systems Specialist. The Internet Committee will determine if the security was compromised. If it can be determined that the account security was compromised, and the attack was not the work of the account holder, the account may be reinstated with a different user name/password at the discretion of the Information Systems Specialist. AANIIIH NAKODA COLLEGE President has the authority over penalties. The First time abuse will be with the Supervisor and IT Staff. Second time abuse will be with ANC President.

AANIIIH NAKODA COLLEGE has enacted penalties that fall under 7 categories which are:

1.   Illegal Activities
2.   System Security
3.   Inappropriate Language
4.   Respect for Privacy
5.   Respecting Resource Limits
6.   Plagiarism and Copyright Infringement
7.   Inappropriate Access to Material

PENALTIES FOR STAFF

The Acceptable Use Policy will be reviewed and, at the discretion of the Internet Committee, the account will be reinstated.

1. The first offense accounts used for inappropriate activities will be suspended pending meeting with everyone involved.
2. The second offense will result in temporary suspension to the network and Internet.
3. The third offense will result in permanent closure of the network and Internet.

PENALTIES FOR FACULTY

The Acceptable Use Policy will be reviewed and, at the discretion of the Internet Committee, the account will be reinstated.

1. The first offense accounts used for inappropriate activities will be suspended pending meeting with everyone involved.

2. The second offense will result in temporary suspension to the network and Internet.
3. The third offense will result in permanent closure of the network and Internet.

PENALTIES FOR STUDENTS

The Acceptable Use Policy will be reviewed and, at the discretion of the Internet Committee, the account will be reinstated.

1. The first offense accounts used for inappropriate activities will be suspended pending meeting with everyone involved.
2. The second offense will result in temporary suspension to the network and Internet.
3. The third offense will result in permanent closure of the network and Internet.

PENALTIES FOR GENERAL PUBLIC

The Acceptable Use Policy will be reviewed and, at the discretion of the Internet Committee, the account will be reinstated.

1. The first offense accounts used for inappropriate activities will be suspended pending meeting with everyone involved.
2. The second offense will result in temporary suspension to the network and Internet.
3. The third offense will result in permanent closure of the network and Internet.

The Internet Policy is subject to change when necessary by AANIIIH NAKODA COLLEGE and Board of Directors.

Library Internet Policy

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's use of the Internet through the library's connection.

The AANIIIH NAKODA COLLEGE Library assumes no responsibility for any damages, direct or indirect, arising from use of its World Wide Web server or from its connections to other Internet services.

This is a service provided to AANIIIH NAKODA COLLEGE Students, Staff, and Faculty. Please do not abuse the system in any way, shape, or form.

APPENDIXES
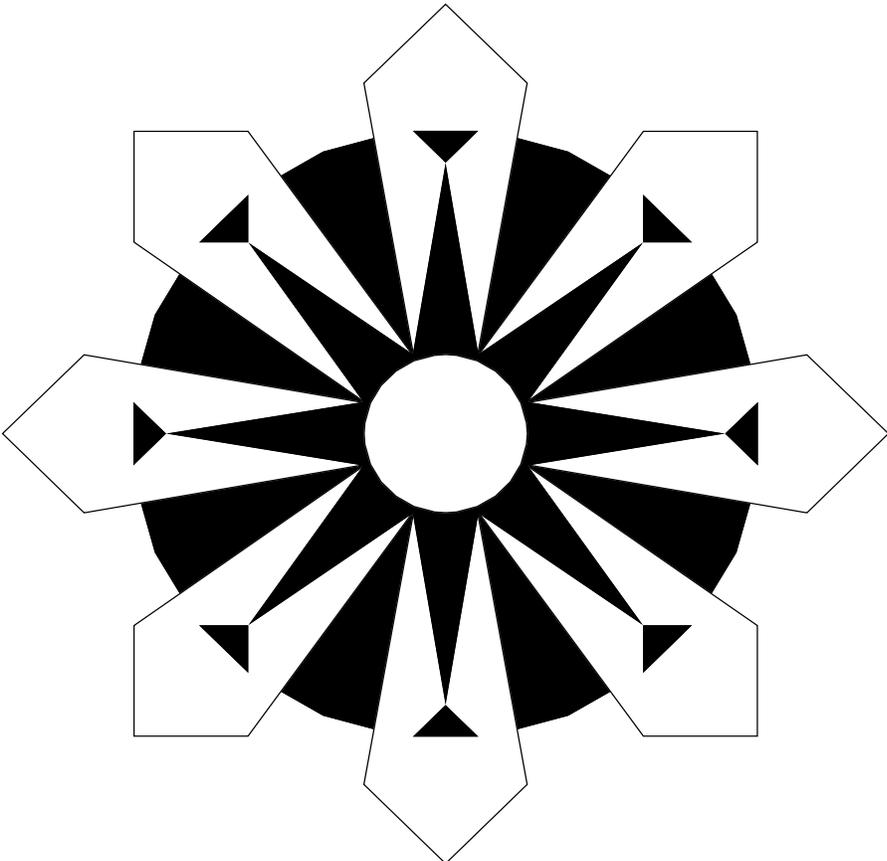
AANIIIH NAKODA COLLEGE
Empowering Identity and Ways of Knowing

Application for E-mail account Student Account Agreement

I have read the ANC Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Student Signature _____ Date _____

Home Address _____ Phone _____

****

This space reserved for System Administrator

Assigned User Name:_____

Assigned Temporary Password:_____

P.O. Box 159 • Harlem, Montana 59526
406.353.2607 • fax 406.353.2898 • www.fbcc.edu

Accredited through Northwest Commission on Colleges and Universities

Application for E-mail account Employee Account Agreement

Name _____

Position _____

I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action in accord with the ANC Policy and Procedures Manual.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the ANC system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Signature _____ Date _____

****

This space reserved for System Administrator

Assigned User Name:_____

Assigned Temporary Password:_____

P.O. Box 159 • Harlem, Montana 59526
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VIRUS PROTECTION PROCESS

AANIIIH NAKODA COLLEGE, in the past has had some viruses. We have cleaned up all of what we had. In order to protect the network system, below is the process for the cleanup of viruses.

1. If you find that you have a virus on our computer or diskette, please notify the Information System Specialist, or someone in the Administration.

2. Upon detection, **DO NOT USE THE COMPUTER OR DISKETTE UNTIL IT HAS BEEN CLEANED**.

3. The Computer Instructor or the Information System Specialist will help in cleaning the virus(s) off the computer and diskettes.

4. Please notify the Information System Specialist where you make have contacted the virus from. This helps in the tracking of the virus and to notify the correct people.

5. If the virus was download off the Internet, please explain the location or address where the virus was and how it came to effect the computer.

6. If your computer or diskette comes infected, please write down the error message and virus name and where you received the virus from. This will help in the cleaning of the virus.

If you should need further assistants, please contact either the Computer Instructor or the Information System Specialist.