



# North Central Kansas Technical College

Clark Coco, President

## Information System Acceptable Use Policy

North Central Kansas Technical College (NCKTC) has established the following Acceptable Use Policy (AUP) for computer, network, Intranet, Internet resource use and access. This policy applies to ANY information processes, resources, or information technologies associated with computers or computer related technology.

- NCKTC considers the use of its computers and computer systems (Information Systems) a privilege and requires that all users treat all Information Systems, and the environment in which the systems are housed, with respect.
- Since all Information System use has a tangible or intangible cost associated with it, this use must strictly be for educational, research, or resource use.
- There will be no frivolous activity, personal use, or non-educational use of any kind.
- There will be no illegal or unethical activity of any kind including but not limited to; the use of proxies, Peer to Peer file sharing, Remote Control, Instant Messaging, or Malicious software.
- All non-college personal computers, handhelds, laptops and other network devices are not allowed on the college network.
- No user will download, upload, transfer, or distribute any file of any kind, without prior knowledge of the Network Administrator or their designee, to or from any other resource, computer, or Information System.
- No user will copy or distribute any electronic materials (Music, Video's, Documents, Programs, Tests, etc.) without the explicit permission of the copyright holder. NCKTC makes no guarantees, either express or implied, with respect to Internet use, nor is NCKTC responsible for any misuse of copyright or other violations.
- There will be no malicious distribution of any kind of information to any other resource, computer, or Information System including but not limited to; email, network shares, etc.
- Any person(s) other than the college IT staff that installs ANY hardware or software onto ANY college computer becomes legally responsible for ALL legal, criminal or licensure issues that may arise from the installation of that hardware or software. If any hardware or software is installed by an end user, the college and the college's IT staff are released from any and all legal, criminal or licensing issues that occur from that hardware or software installation.
- Any violation will not be tolerated and will immediately invoke the removal of any and all Information System privileges.
- Failure to consent to this Acceptable Use Policy is considered a violation of all the attributes and will result in the immediate removal of all Information System privileges.

\_\_\_\_\_  
Student (printed name – MUST BE LEGIBLE)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Network Administrator or Designee Signature

Check here if you would like an NCKTC  
Email Account \_\_\_\_\_

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