

COLLEGE OF SOUTHERN NEVADA E-Mail ACCEPTABLE USE POLICY

In promoting distance learning initiatives, the College of Southern Nevada has established a student email system, faculty and staff email system, network, and distance learning portal linked to the World-Wide Web (Internet). Through these systems (hereafter referred to as the Intranet), CSN students are provided an opportunity to increase communication through email and CSN faculty, staff, and personnel are able to conduct education and business services directly linked to the purposes and mission of the College of Southern Nevada.

Acceptable Use-The use of student email accounts, must be in support of educational and academic activities or research and consistent with the educational objectives of the College of Southern Nevada. Transmission of any material in violation of any United States, Nevada, or other pertinent jurisdiction's law, regulation, or rule, or any Nevada System of Higher Education Board of Regents policy or College policy, is prohibited. This includes, but is not limited to, threatening or obscene material or material protected by trade secret. Illegal acts are strictly prohibited. Using Intranet accounts to play games is not acceptable use.

Privileges-The use of the College's Intranet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.

Netiquette-Users are expected and required to abide by the generally accepted rules of the Intranet etiquette. These include (but are not limited to) the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate or offensive language. Communications from students to faculty through CSN email is to be courteous.
- CSN email is not to be used for commercial purposes.
- Do not reveal your account name and password to others.

Additional Prohibitions-Behavior that is subject to interruption or revocation of user privileges and disciplinary action under this Code are violations of federal, State, and local law, conduct that threatens the safety or well-being of the campus community, and any other behavior adversely affects the College or its educational mission.

No Guarantee of Privacy-Note that CSN electronic mail (email) is *not* guaranteed to be private. This is because system administrators who operate the system do have access to all email, and compliance with applicable law and implementation of College policies, including this policy, may result in monitoring. Messages relating to, or in support of illegal activities, may be reported to the authorities.

Reliability-The College of Southern Nevada makes no warranties of any kind, whether expressed or implied, for the service providing. The College will not be responsible for any damages employees or students suffer from use of the Intranet. This includes loss resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own actions or other errors or omissions.

Security-Security on any computer system is a high priority, especially when the system involves many users. If a student or employee believes that he or she can identify a security problem on the Intranet, he or she should notify a system administrator to help identify and resolve any associated problems. Students and employees should not give their passwords to any other individual. Attempts to log in to the system by any other user may result in cancellation of user privileges. Attempts by non-system administrators to log in to the system as a system administrator or other system staff will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the system and subject to other disciplinary actions that could include termination of employees of the College or expulsion of a student.