



**Policy Type:** Student Affairs  
**Policy Title:** Student Acceptable Computer Use Policy  
**Policy Number:** SA-24

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**Purpose:**

This policy governs the use of all technology and computer resources at Green River College including college computers, college email, internet access, and use of the college network by either college-owned computers or personal computers. Use of the college's technology and computer resources signifies agreement to abide by this policy.

**Scope:**

All students enrolled at Green River.

**Definition:**

*Private or personal business:* any activity performed outside college business.

**Policy:**

College facilities offering computer access exist to support academic success. Acceptable uses of these computers, systems, networks, and databases include: school activities, school-related activities, and limited personal activities (such as checking email and academic related websites) that do not interfere with other school-related activities.

Unacceptable uses include, but are not limited to:

- Any activity which violates any college policy or city, state, or federal law, including hate speech, copyright violations, gambling, any malicious, threatening, or obscene matters.
- Using college computers or the college network to gain unauthorized access to any computer, files, data, systems, or networks.
- Unauthorized access of the college's computer hard drives or college network drives. This includes, but is not limited to, accessing, downloading to, or modifying any network drives or the hard drive on any school computer, whether or not security is in place. This also includes gaming that modifies the network drives or hard drives of the computer in any way. Shared classroom/instructional drives are for school-related files only; personal files are not permitted.
- Unauthorized use of technology for the purpose of private or personal business. Computers may not be used for commercial purposes.
- Misrepresenting or forging the identity of the sender or the source of an electronic communication.
- Any activity which interferes with the work of others, including but not limited to, excessive printing; creation or propagation of computer viruses or other self-replicating or destructive programs; harassment of others; posting, mailing, or printing of obscene materials; or distributing unsolicited advertisements.



- Viewing websites or emails which violate the College's Code of Conduct, State, and Federal Laws.

**User Account Information:**

For privacy and security reasons user account information may not be shared with anyone else. Each student should only use the user account he or she was assigned by the college in order to access the computer network.

**Monitoring:**

The College reserves the right to monitor the use of college computers and the college's computer network in the course of performing normal system and network maintenance or while investigating policy violations or suspected criminal activity.

**Sanctions:**

Violations of this Student Technology Acceptable Use Policy will result in sanctions which may include loss of computer privileges, school disciplinary action, and/or legal action.

**Disclaimer:**

Each student is responsible for his or her own actions in using any of the college's technology and computer resources. Green River College is not liable for harm caused by the actions of any person using the college's technology and computer resources.

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**Specific Authority:**

Students are also bound by the Student Code of Conduct as set out in the Washington Administrative Code. For more information, please visit:

<http://www.greenriver.edu/student-affairs/judicial-programs.htm>

Please be particularly aware of sections:

WAC 132J-125-125 Interference; Intimidation

WAC 132J-125-130 Offensive language

WAC 132J-125-155 Other Punishable Acts

Disciplinary action is described in the following section:

WAC 132J-125-160 Initiation and Types of Nonacademic Discipline

**Law Implemented:**

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**History of Policy or Procedure**

Draft: February 15, 2007

Adopted: April 9, 2008

Revised: March 3, 2008; February 21, 2013



Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

President's Staff Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Green River College does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.