



# College of the Muscogee Nation

## Internet, E-mail, and Computer Usage Policy

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TDD/TTY - 711

The College of the Muscogee Nation (CMN) is committed to protecting the tenets of intellectual freedom and providing students with the tools necessary for scholarly pursuits, while protecting the rights of others. Computers are available for student use in the Library and Computer Lab. Laptop computers are also available for student use and may be checked out through the Library.

Use of CMN's computers, networks, and Internet access is a privilege granted by the college. The college has set the following policies, and any student who violates them may have his or her network ID, password, and/or e-mail address removed from the server without notice. As well, students who violate the policies may also be referred to legal authorities if deemed necessary.

- Upon enrollment students will have an email account created with a username and password setup for them.
- Passwords and password policies may vary each term. Passwords should always be protected. Students are not allowed to share passwords or login sessions with anyone, including friends and family.
- Students residing in the dorms are responsible for securing their personal computers and laptops with antivirus software. Antivirus software is provided through the CMN IT department.
- Students are solely responsible for saving any files that they do not want deleted on their own storage devices.
- Graduating students will have their e-mail accounts deleted six weeks after the date of graduation.
- Students not registered during the current term will have their accounts deleted after the last day of the add/drop period.
- E-mail messages will not be forwarded to students. Students must save all e-mail messages they wish to keep to a jump drive or disk.
- Students are responsible for determining the copyright status and any usage restrictions of any material obtained using CMN's network. Students are required to conform to any copyright or usage restrictions.
- Software is protected by law. The reproduction of copyrighted software is prohibited by law. The only exception to this law is if the software or work falls under the definition of fair use.
- Students should never erase, rename, or render another student's files, programs, jump drives, or disks unusable. For ownership purposes, jump drives should be labeled.
- Anyone who accesses, uses, destroys, alters, or damages CMN information resources, properties or facilities without authorization may be guilty of violating tribal, state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced by others, and/or threatening the integrity of information kept within CMN's systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the college, including suspension as a student, and/or loss of computing system privileges.
- Material considered inappropriate, offensive, or disrespectful to others will not be accessed or stored.
- Downloading or transmitting pirated software/data is prohibited.
- Fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images are also prohibited.
- If any equipment malfunctions, the student must notify an instructor, the librarian, lab assistants or IT Manager at [CMN.IT@cmnok.org](mailto:CMN.IT@cmnok.org).