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## NBCC Campus Computer Labs Student Technology Usage Guideline

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### PURPOSE

The primary purpose of this guideline is to ensure students are informed of the expectations, responsibilities and disciplinary measures for the learner when accessing Campus computer lab computers, networks, and connection to the Internet. Failure to comply with the guidelines is a violation of the **Student Code of Conduct** policy.

### IMPLEMENTATION

1. You must use your NBCC Login when accessing the network or Internet.
2. Any intentional damage or unauthorized modifications to software, hardware or data files is prohibited. Disconnecting the computer equipment is also prohibited unless authorized.
3. NBCC, as the owner of these facilities, may examine student files and systems on NBCC computer labs equipment. All Internet and network activities may be monitored.
4. Students are not permitted to use Campus computer facilities for:
  - a) playing unauthorized games (Windows operating system games allowed).
  - b) on-line gambling or viewing pornographic materials.
  - c) downloading, copying, or distributing materials such as publications, software, music, or movies to the terms of the applicable license agreement or the Canadian Copyright Act.
  - d) installing any software, unless authorized.
  - e) using any software that slows down the network, or any software that poses a security risk to the network (e.g. network sniffer, password cracker, keyboard logger) unless authorized.
  - f) breaching the confidentiality and privacy of the information to which they have access and view, collect or use.
  - g) viewing, downloading, printing, or sending of illegal, obscene, or vulgar messages, files, or pictures
  - h) personal financial or corporate gain (except resumes).
5. You shall not interrupt or interfere with other persons using Campus computer lab computers.
6. You are responsible for the security and backing up of your data and/or programs.
7. Any unauthorized mass mailing is not allowed.

### OTHER RELATED DOCUMENTS

Student Code of Conduct (1112)

**Need Help? [helpdesk@students.nbcc.ca](mailto:helpdesk@students.nbcc.ca) 1-855-216-6688**

