



# West Tennessee Business College

1186 Highway 45 Bypass • Jackson, Tennessee 38301

(731) 668-7240 • (800) 737-9822

www.wtbc.edu

President

C. Vicki Burch

## Acceptable Use Policy

Revised: 7/11/2016

WTBC is pleased to provide students with internet access to help further educational goals and objectives. However, access to the internet via WTBC network equipment is a privilege, not a right. WTBC can and will block internet content considered to be inappropriate or non-related to educational use. These sanctions are necessary to protect the internal network of WTBC, and to help promote responsible internet usage to better prepare our students for the workplace.

The following uses of WTBC network equipment are not permitted:

- a. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- b. To transmit obscene, abusive, sexually explicit, or threatening language
- c. To violate any local, state, or federal statute
- d. To vandalize, damage, or disable the property of WTBC or another individual or organization
- e. To access another individual's materials, information, or files without permission
- f. To violate copyright or otherwise use the intellectual property of another individual or organization without permission

The User Agrees and Promises as follows:

- a. To accept personal responsibility for reporting any misuse of WTBC network equipment to a responsible school employee. Misuse, as used herein, includes but is not limited to: messages sent or solicited that are obscene or pornographic; unethical or illegal solicitations; or messages that contain racist, sexist, homophobic or otherwise inappropriate language or references
- b. To use WTBC network equipment only for educationally relevant purposes and/or appropriate professional activities.
- c. To refrain from using the technology for commercial gain or product advertisement.
- d. To respect the privacy of other students and staff, including their access codes, and not disrupt the work or activities of others.
- e. To notify a responsible WTBC employee of any breach in system security and refrain from demonstrating the breach to others.
- f. To refrain from vandalism, defined as including but not limited to: attempts to harm or destroy the data of another User; attempts to destroy or modify the data of another agency or network connected to the system; the uploading, downloading or creating of computer viruses; and the physical abuse of WTBC network equipment. WTBC network equipment includes but is not limited to: computers, monitors, printers, peripheral devices, network appliances, and cabling.
- g. To accept personal responsibility for any online illegal activities that violate local, state, or federal law.



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Users should not expect that files stored on WTBC network equipment will always be private. WTBC faculty may review files, messages, emails, or internet content to maintain system integrity and insure that users are acting responsibly.

WTBC makes no guarantees regarding the reliability of the internet connection. WTBC cannot be held liable for any loss or corruption of data during internet usage.

Finally, all users should keep in mind that when they use the internet, they are entering a global community, and any actions taken by them will reflect upon the school as a whole. As such, all users must behave in an ethical and legal manner.

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Student Signature/Student ID

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Date signed