

**Acceptable Use Policy
Columbia College English Department Web account***

Account purpose:

- Columbia College English Department Web (CC English) accounts are provided as part of some classes in the CC English Department. Instructors may request accounts for their classes.
- Accounts are to be used for class work *only*.
- Web accounts will be available for the duration of the term of the course, and will be removed the day after grades are due at the end of the term.
- Users may access their accounts by Secure FTP or Secure Shell only.

Account regulations:

- No CC English Web account shall be used in a manner harmful to others.
- All Columbia College rules and regulations regarding student conduct apply to use of the CC English Web system. This includes the Student Conduct Code.
- Attempts to gain unauthorized access to CC English Web systems are prohibited.
- Accounts and/or passwords may NOT be shared. Passwords must NEVER be emailed to anyone for any reason. Users may be held responsible for illegal activities which occur due to unauthorized account access.
- Any user who suspects that his or her account has been used by another person must notify a CC English Web administrator immediately.
- No user may install or compile software of any kind on the CC English Web system without written permission from an CC English Web system administrator. Copyrighted software programs or documentation may not be stored on the CC English Web system.
- Copyrighted digital texts, such as hypertexts, images, PDF, MP3, MPG, or AVI representations of photos, films, music, and other works, may be stored on the CC English Web system only if use of the text meets the criteria of [the Fair Use doctrine of the US Copyright Code](#). The CC English Web follows a strict interpretation of academic fair use, as supported by College policies.
- The CC English Web requires that standard academic citation practices be followed for all copyrighted material stored on CC English Web servers. This includes works used under the Fair Use doctrine. To meet the requirements of the Digital Millennium Copyright Act of 1998 (DMCA) CC English Web system administrators may disable without prior notice any pages or files in violation of this policy.
- All questions about these policies should be referred to a CC English Web administrator or your instructor.

Policy violations:

Failure to adhere to the policies and regulations above can result in the disabling or loss of your account.

Consent form:

Each CC English Web user must fill out a consent form agreeing to these conditions.

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