



Roanoke-Chowan Community College Verification of Compliance Form

Roanoke-Chowan Community College (hereinafter called ""R-CCC"") licenses its computer software from a variety of outside companies. Therefore, unless the College is authorized to do so by the software developer, R-CCC does not have the right to reproduce any software or its related documentation.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of \$50,000 or more and criminal penalties. Any R-CCC employee who is caught making, acquiring, or using unauthorized copies of computer software on any of the College's equipment will be disciplined appropriately. Furthermore, no right to privacy exists with regard to e-mail, Internet sessions, or electronic file storage and transmission

R-CCC's computing and network resources (hereinafter called ""resources"") are intended to support the College's mission and are to be used in a manner consistent with the College's goal to provide quality education to its students. Users are expected to act responsibly to maintain the integrity of these resources; any use that is inconsistent with these purposes is considered inappropriate and may jeopardize further authorization for use or result in termination of access. Authorized users are as follows: R-CCC employees for office computers; R-CCC employees and students for computer labs; and employees, students, and library cardholders for Learning Resources Center computers.

Acceptable Use

- Using college-provided computers for work-related purposes only.
- Respecting the copyright licensing of programs, data, and other sources of information.
- Using assigned accounts to access resources.
- Using lab computers for educational purposes only.
- Allowing R-CCC employees, students, and library cardholders to use the computers in the Learning Resources Center.
- Using the Internet to support education, research, and life-long learning consistent with the educational purpose and goals of R-CCC.

Unacceptable Use

- Using resources to engage in any behavior that violates R-CCC procedure or any federal, state, or local law or regulation or to promote commercial activity or any other unsanctioned R-CCC activity.
- Distributing or making copies of any software.
- Installing any hardware or software without assistance from the Information Technology Computing Services Department; installing or allowing the installation of any software not directly procured by R-CCC.
- Modifying any hardware/software settings that will require technical maintenance by Information Technology Computing Services.
- Allowing anyone from outside sources to reconfigure or load software without direct assistance from Information Services.
- Allowing children to use the computers in the computers labs.
- Bringing food, drinks, or tobacco products into the computer labs.
- Interfering intentionally with the normal operation of the computer network.
- Sharing passwords with anyone.

I, _____, verify that I have read and fully understand this Verification of Compliance Form. Furthermore, I understand that no right to privacy exists with regard to e-mail, Internet sessions, or electronic file storage and transmission.

Employee's Signature

Date