

Acceptable Use Policy in Information & Communication Technology (ICT)

International College provides access to ICT for supporting and extending the educational process, engaging in collaborative work and obtaining, creating and disseminating information. IC wishes to encourage the growth of ICT skills among the students, and realizes that success with projects of personal interest develops skills that will ultimately improve learning at IC. The primary purpose of ICT hardware and software is to meet educational goals, so computers are not generally available for entertainment or private communications.

IC is an American registered organization and Lebanon is also a signatory of the International Copyright Convention; therefore, software piracy is not tolerated at IC. The programs on IC computers are licensed and may not be copied. There may be exceptions for donations of unused copyright software and in the use of freeware, demo versions and shareware, but private software brought from home may not be installed on IC computers. Each user's data files are personal creations and represent a considerable value in time; they must be respected.

All users need to keep in mind that many people share College equipment. Your work habits on networked computers affect the ability of others to work productively. IC's computers have been carefully set up for shared use, with network administration, antivirus, security, backup and data logging programs in use. Users should not attempt to interfere with these programs or disregard procedures established for the maintenance of the IC network. No one may attempt to gain access to parts of the network or to files they are not authorized to use.

The normal conventions of courtesy and respect for privacy, and common sense rules for personal safety, apply to electronic communications just as to written or verbal ones. Internet access adds numerous educational benefits, but it is recognized that there is material on the Internet that is illegal, false or inappropriate for use in a school. Users at IC are expected to avoid any such sites and are advised not to reveal personal information over the Internet. The IC website is a major publication that contains information from and for the entire College Community. It will be maintained in a way that reflects credit on our goals and achievements.

Internet Acceptable Use Policy (Applicable To All Computer Terminals at IC Including I.T. Labs and Libraries)

Purpose statement

International College and its libraries provide access to the Internet as one means of fulfilling its mission to inform, educate, entertain, and culturally enrich students and staff. Through the internet, IC libraries provide books and other library resources, facilities and professional services for the use of the IC community. All Internet resources are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the Internet and the library resources and facilities.

Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene.

Teachers and library staff are authorized to take prompt and appropriate action to enforce the rules of conduct (listed below) and/or to prohibit Internet use by persons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein.

International College supports the right and responsibility of parents to direct the use of the Internet by their own children.

Library-Developed Links

At times, IC librarians provide a variety of prepared links to websites in order to facilitate use of the Internet. Users should recognize, however, that the Library is not responsible for changes to the content of linked sites, nor for the content of sources accessed through subsequent links. Library staff will provide assistance to Internet users to the extent that time and patron demands allow.

Rules of Conduct

1. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene.
2. Teachers and library staff may limit use of computer equipment as and when needed.
3. Installation, downloading, or modification of software is prohibited.
4. Users will respect copyright laws and licensing agreements.
5. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
6. In the libraries, access sessions will be limited when necessary by the librarian in charge to accommodate user and library patron needs. The library computers are provided for research and class related purposes. Playing games and participating in chat rooms on the library computers is prohibited. Access to personal email messages outside the school server may be limited when the computers are in excessive demand for class and research purposes.
7. Users must end their session and leave the terminal when asked to do so by the teacher or library staff.
8. In the libraries, upon completion of an Internet session, a user may be required to wait 30 minutes before beginning another session.

9. Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.

10. By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb others.

Termination or Prohibition of User Access

Teachers and librarians are authorized to terminate any user's access session, or to prohibit a user from subsequent access sessions for up to two weeks, if they have cause to believe that the user has failed to comply with the Internet Acceptable Use Policy and/or Rules of Conduct.

Internet users whose access session has been terminated or prohibited will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated.

Temporary or permanent denial of Internet privileges at International College will be effective at all College library facilities, IT labs and all other computer terminals at IC.

IC students are expected to abide by the above policy. Any student who violates any term of this policy will be subjected to severe disciplinary actions.