

Keuka College Computer Network Policy

Rules, Regulations, and responsibilities

By signing this policy, you are accepting the following rules and regulations stated in the Keuka College Computer Network Policy and/or future policies implemented by IT Services. **Policies will be strictly enforced by IT Services.**

1. Never tell anyone your password.
2. Never allow anyone to log in using your username and never let him or her use your computer while you are logged in.
3. Never send global e-mail messages. Global e-mail messages include #everyone, #students, #staff or # faculty.
4. Always log out of the computer when you are finished.
5. Sending chain letters or chain mail is strictly prohibited.
6. Attempting to find out someone else's password is prohibited.
7. E-mail to mail groups should contain business pertinent to Keuka College.
8. The e-mail system should not be used as an advertising media. Examples include sending e-mail to one or more groups advertising a couch for sale or wishing students "good luck on finals."
9. Attempting to break into, destroy data, or obtain any unauthorized files on any College computer or server is strictly prohibited.
10. Knowingly infecting any College computer or server with a computer virus is strictly prohibited.
11. During busy times, users must be engaged in academic work or surrender his or her computer when using the computer labs.
12. **When you leave Keuka (Graduate, withdraw, take a leave of absence, etc) your email account will be terminated.**

Penalties for Network Policy Violators

Every time you, as the user, log into the network, you are agreeing to abide by all network rules, regulations, and responsibilities. If you either knowingly or unknowingly violate any of these network regulations, you will be subject to one or all of the following penalties:

1. **1st Minor Infraction** will result in the user account being disabled immediately. It is the responsibility of the offender to report to IT Services to have the account reinstated.
2. **2nd Minor Infraction** will result in the user account being disabled for the remainder of the semester.
3. **3rd Minor Infraction** will result in the user account being terminated indefinitely.
4. **1st Major Offense** will result in the immediate termination of the offender's user account.
5. **Violation of policies #3, #7, and/or #8** will result in the loss of group e-mail privileges.

Name: _____ Keuka College ID #: _____
PLEASE PRINT (First) (MI) (Last)

I have read, understand, and agree to the Keuka College Computer Network Policy. Additionally, I have read and understand the penalties for violating the Network Policy. I accept all responsibilities associated with using the Keuka College Network.

(Please sign your name)

(Today's Date)



CPSIP- Center for Professional Studies & International Programs Student

Cohort #: _____

Program Major: _____

Please choose a PASSWORD of at least 5 letters/numbers in length, with no spaces

Passwords are case sensitive, so how you print it out is how it will be entered. **Please be specific and neat.**

Office Use Only:

Keuka College Network New User Directions

Your username is _____. (assigned by IT Services)

To access your email account, please go to the internet and type in keukanet.keuka.edu (no www,) then select webmail. Here you will type in your full email address of (username)@mail.keuka.edu and your password. Welcome to your Keuka email account. Please remember; do **NOT** share this password with anyone. Any unauthorized use of your account can warrant the termination of your account. Should you have any questions or problems, please contact IT Services at 866-255-3852, x5217.