

is instituted when a student is in violation of the attendance policy of the program in which he/she is enrolled. The program instructor(s) initiates the probation by providing the Student Services Office with details of the violation and requesting the preparation of a formal letter of probation. The student will then be requested to meet with his/her counselor to discuss the probation letter. The probation letter will contain the following:

1. Reasons for probation
2. Terms of probation
3. Duration of probation

The student will be asked to sign the letter indicating that he/she has read and understands the items contained in the letter. A copy of the probationary letter will be given to the student. The instructor and the Financial Aid Officer will be given notification of the probation. The original signed letter will be placed in the student's permanent file in the Student Services Office.

If a student violates the terms of probation, the instructor gives written notification to the Student Services Office. A formal letter of suspension is sent from the Registrar's Office to the student's home address by certified mail or whenever possible given directly to the student by the Registrar.

Students who comply with the probationary terms throughout the duration of the probation (no less than one semester) will reestablish good standing status. If a second probation is issued during a student's enrollment, it will be in effect through the remainder of the student's enrollment.

A course instructor may withdraw a student from class for non-attendance.

Disciplinary probation will remain in effect through the remainder of the student's enrollment. Violation of the disciplinary probation may result in suspension.

COMPUTER USAGE POLICY

Computer Usage Fee

The computer usage fee gives students access to an account on a EITC network server, a personal directory on the network server with an assigned volume limit, an email account, and access to campus printers.

Acceptable Use of Computing Resources

EITC students are authorized to use computer/network resources for course related work and other educational purposes only. Use of EITC resources for other than educational purposes, especially for commercial or contract purposes, will result in the possible suspension or removal of the student's user account.

As an authorized user, you are responsible for the security and use of your computer accounts. You accept full responsibility for your accounts and all activity performed on college computing resources.

The full text of EITC computer policies can be found in the EITC Policy & Procedures Manual online. Referenced documents include the Governors Executive Order 2001-12, Policy 307.1 Computer Usage, Policy 307.2 Software Policy, and Policy 307.3 Computer and Network Security Policy.

Misuse of Resources

EITC reserves the right to inspect all information stored on EITC computers, including programs, data, and mail. EITC reserves the right to limit or deny access to anyone using EITC Resources when privileges are abused.

Examples of system misuse include, but are not limited to:

- Unauthorized copying or distribution of EITC-provided system and applications software;
- Use of another individual's account, or sharing of accounts;
- Attempting to inspect or copy another user's programs or directory without permission;
- Playing online games, MUD's/MUCK's, or interactive chatting (ICQ, MSN, etc.);
- Deliberately trying to damage system software or hardware;
- Failure to cooperate with EITC staff;
- Any attempt to create or import a program which circumvents system security or compromises data integrity;
- Sending/displaying defamatory, harassing, pornographic, obscene, or patently offensive materials prohibited by the Communications Decency Act of 1996 and other local, state, or federal law.
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials is strictly prohibited.

Printing

Printing multiple copies is not permitted from the network. You may make copies at Media Services or the library.

Examples of unauthorized printing include, but are not limited to:

- Personal letters, signs, and/or advertisements
- Documents related to one's own business
- Personal legal documents
- On-line manuals

Monitoring and Disciplinary Action

The Information Technology Division monitors the use of computer systems and will contact individuals discovered to be hindering normal operations. It is not appropriate to use any resources in ways that are detrimental to the normal operation of any computer system(s) or its users.

Violation of any part of the Computer Usage Policy will result in disciplinary action in accordance with the **EITC Student Handbook** and/or applicable federal, state, or local laws, regulations, or policies.