

## **Ute Mountain Learning Center Student Internet Access Policies**

1. Internet access at the Ute Mountain Learning Center (UMLC) is provided for students as a tool to access their online educational resources and sites. Accessing any other sites while using the UMLC network is prohibited.
2. All internet access policies apply to all students using ANY device accessing the internet through UMLC's network, including laptops, tablets, and phones.
3. All students who use the UMLC network to access the internet must abide by UMLC's policies for internet usage.
4. All network users should be aware that UMLC has both a content filtering system and a firewall access control system in place, and that any attempt to bypass either system will result in immediate termination of network usage rights.
5. All network users should be aware that ALL internet usage is tracked, with real-time monitoring of the current sites any network device is accessing. Every internet site accessed by any device on the UMLC network is logged.
6. All UMLC PC users should be aware that all UMLC PCs have screen monitoring software installed. While the primary purpose of this software is to allow for easier technical support and troubleshooting, it is also used to assure the integrity of PC based testing. This also means that anything on your screen may be visible to a staff member or technician at any time.
7. The content filtering system on UMLC's network prevents access to many sites, for a variety of rules. All attempts to access filtered sites are logged and monitored.
8. While visiting any site that is not strictly education-related is technically against UMLC policy, particular attention will be paid to users who visit adult oriented sites, sites that cause malware or virus problems, and sites that stream video content.
9. The streaming of music or entertainment videos on the UMLC network is specifically prohibited due to heavy bandwidth usage.
10. Students who access prohibited sites are in violation of UMLC's network policies, and may have a written notice of such violation issued and placed in their file.
11. Any student who receives 3 written notices will have their network access suspended for a minimum of 1 week. Further suspensions will be for longer periods of time, up to permanent suspension.
12. Extreme violations of the UMLC network access policies may result in immediate network access suspension.
13. All students should note that suspension of network access will likely result in the inability of the user to complete their required educational coursework, and may result in failure to complete GED passage and/or loss of college credit.
14. A site is deemed to be "education related" if it is required to be accessed during the course of your studies, or is necessary for research of an assigned educational project. This definition does not justify viewing any prohibited content, nor will it be used to request access to blocked sites.

## Ute Mountain Learning Center PC Use Policies

15. New personal accounts are to be requested on the Request for Network Access form. Please allow adequate time for account approval and creation.
16. All personal accounts will be created with a secure, unique password already in place. In case of a lost password, the password can be obtained by a staff member.
17. PC Usage – Certain rules **MUST** be followed when using UMLC PCs. Failure to follow usage rules may result in permanent suspension of the offending account.
  - a. Note that most UMLC PCs will automatically logoff an inactive user after 5 minutes of inactivity – if a user leaves un-saved work on their PC and it automatically logs off, all un-saved files, open web pages, or open online tests will be lost.
  - b. **NEVER** install or download anything to a UMLC PC! This includes programs, messengers, desktop themes, and browser add-ons. The only exception to this is education related items required by instructors. Unauthorized changes will be removed and/or deleted, and may result in the suspension or termination of the network account that made the changes.
18. Printers – All students should use the correct printer. Before you print anything, verify that you are using the correct printer, changing which printer you are printing to if necessary. If you do not know how to change printers, or the correct printer is not listed on the PC you are using, please ask for assistance before printing anything.
19. **Finally, please go back and re-read this as many times as needed – make sure you clearly understand everything in these policies, as your continued access to the UMLC network and PCs depends on it! ASK QUESTIONS IF YOU DO NOT TOTALLY UNDERSTAND EVERYTHING ON THIS PAGE!!**

**Ute Mountain Learning Center  
Network Account Request**

**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Account Type:**                      **College Student**                       **Adult Ed Student**                       **Staff**

**Acknowledgement of UMLC PC Policies**

**By signing this form, I (the undersigned) do hereby acknowledge that I have received a copy of the UMLC PC Use Policies and the UMLC Student Internet Access Policies and I do hereby state that I fully understand them and that I will comply with them at all times.**

**I (the undersigned) do also hereby confirm my understanding that failure to follow all UMLC policies may result in the suspension or termination of my account, which may affect my ability to properly participate in classes at UMLC.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments, Justifications, Account Notes**

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|---|-----------------------|
| <b>DO NOT FILL IN THIS SECTION - IT DEPARTMENT USE ONLY</b> |                       |
| <b>Username</b> _____                                       | <b>Password</b> _____ |
| <b>Created By</b> _____                                     | <b>Date</b> _____     |