# IT Standards and Practices Affecting Students

All students are expected to follow University Policy and Procedure. This statement is intended to supplement other University documents and to clarify student responsibilities as they pertain to activities involved in IT classes.

## STUDENT USE OF IT LABORATORY FACILITIES

IT laboratory facilities include all facilities supervised by the School and made available for its students, including computers and printers, telecommunications equipment, computer hardware, software, and files.

All computers, printers, and other IT lab facilities are to be used only by students currently enrolled in IT classes and only for assigned projects for those classes.

No computer or other equipment is to be removed from IT labs without explicit written authorization from the IT-Lab Coordinator or the School Director. Only IT faculty, staff, or specifically authorized laboratory assistants may attempt to move, reconfigure, or repair any equipment in the labs.

Students are not allowed food or drink in any IT labs. Students should avoid damage by taking reasonable and prudent care of lab equipment and report any malfunctions to the lab monitor.

Students are to follow directions of IT faculty, staff, and specifically authorized laboratory assistants/monitors regarding the use of IT lab facilities.

Students using computer lab facilities are responsible for reading and complying with the Computer Laboratory Procedures.

## UNIVERSITY FILES, ACCOUNTS, HARDWARE AND SOFTWARE FACILITIES

Students may not retrieve, read, copy or alter University files or programs for which authorized permission has not been specifically granted to them.

Students may not use any computing facilities or accounts for which they have not been authorized.

## ACCOUNTS

If a student is assigned an account and/or sign on for a class, the account and sign on are to be used ONLY for the projects assigned in that class, not for work in other classes nor for personal work, nor for financial gain or commercial use. Students may not use another student's account.

## IT FILES, PROGRAMS, SOFTWARE

Students may not copy, alter, or damage any files or programs belonging to the University, the School, or a faculty member without explicit permission in writing from the owner of the resource.

Software made available for use in an IT class may NOT be copied for class or personal use unless either a) it is PUBLIC DOMAIN software, or b) licensed copying is specifically authorized by the instructor for class activities, and the software is used only for the activities designated.

Students may NOT install software on a PC, alter its configuration or delete any system files or programs. Students may be barred from the use of the IT computer lab access for violating this policy.

Any files or programs made available by faculty for use in classes must be used only as directed by the assigning faculty. These files or programs should not be altered, damaged, or destroyed by students except as specifically authorized by their instructors.

Students may create and use data sets only as needed and appropriate for projects assigned in IT classes. As a public service, students should delete obsolete programs and data sets as soon as possible, to save storage space and rental charges on mainframe accounts.

Each student in a section of an IT class using the mainframe computer is allowed to store up to two programs in the appropriate IT program library for that section. Some advanced project classes may increase that number.
Extra programs will be removed automatically by Information Systems, the oldest program being removed first.

## MANUALS

Manuals are to be used carefully and kept in good order. Copyrighted manuals are not to be copied without permission of the author or publisher.

## OUTSIDE SECURITY

Students using a computer at their place of employment must obtain certification from their supervisor that precautions have been taken to protect their work from access by anyone outside the security unit.

PENALTIES FOR INFRACTIONS OF IT
POLICIES AND STANDARDS

Infractions of standards or policies will be reported to the Coordinator of Computer Laboratories by anyone who discovers them. Following School investigation of the case, the School Director will determine the penalty from the School. The Director may also refer the problem to the Judicial Board or other authorities as deemed appropriate.

A note will be made about the problem for the School's files. An activity which is treated as minor on its first occurrence will be considered more serious if repeated by the same student. A person who has repeated infractions may be assumed to be unable to conform to the standards that allow many people to share the same resources, and to be unsuited to be an IT major.

Examples of penalties which might result include, but are not limited to:

1. Lowering of credit for the project or the course after consultation with the course instructor.
2. Assignment to perform tasks for the School to help compensate for the damage.
3. Restricted use of School resources.
4. Bar from participation in IT School Co-op, Internship, or Directed Project.
5. Recommended suspension from registration in IT classes for one term or longer.
6. Recommended suspension or expulsion from the IT major or the University.

### SCHOOL OF INFORMATION TECHNOLOGY
### POLICY ON PLAGIARISM

PLAGIARISM: an act of using or copying another person's work, even if parts are modified, turning it into one's own work.

Students may not, in all or in part, copy or modify another person's work and submit it as their own. A student may not aid or assist another student in obtaining or submitting other's work as their own.

Comparing ideas is legitimate, but students may not make their written programs or other work available to other students unless explicitly directed to do so by their instructor. Students are expected to take reasonable care not to allow other students access to their written work.

Each project/assignment is to be done individually by each student unless group work is explicitly assigned by the instructor. When working on an individual project, the student may discuss the general ideas with other people. The Detailed development of the solution should be one's own independent work.

In group projects, plagiarism includes accessing or using programs or other material from a source outside the team without explicit permission and acknowledgement, or copying another team member's program or documentation, perhaps modifying it, and submitting the project for credit as if it were one's own.

Cases of plagiarism will be dealt with as follows:

1. Consideration by the Instructor: The instructor shall consult with the students involved about the facts of the case. As a result, the instructor may give one or more students a reduced grade for the project or the course. The instructor shall notify the School Director of the facts of the incident, the students involved, and the instructor's action. The instructor may also submit a request to consider a more severe penalty.

2. Consideration by the School Director: The matter will be considered by the School Director if the student asks to have the instructor's action reviewed or the instructor recommends a more severe penalty than reduction of the course grade, or the School Director decides that the severity of the violation or the student's history of previous infractions warrants a more severe penalty than that imposed by the instructor.

The School Director will meet with the student and possibly other parties concerned to discuss the facts of the incident. The School Director may then take one or more of the following actions:

a. Confirm the original sanctions imposed
b. Apply additional sanctions or penalties
c. Refer the case to a School Appeals Committee
d. Refer the case to the Judicial Board

The School Director will inform the student and the instructor in writing of the action taken.

3. After a case has been considered by the School Director, it may be referred to the School Appeals Committee by the student, the instructor, or the School Director. A request for an appeal should be submitted to the IT Office in writing within 10 teaching days after notification of the action taken by the School Director. The committee will be composed of the Associate School Director and two School faculty not involved in the case, one selected by the School Director and the other selected by the student. The committee should be appointed and the appeal heard within ten teaching days of the receipt of the appeal in the IT Office. The Associate School Director will chair the appeal hearing.

The committee will hear from all parties involved and may ask questions. The committee will deliberate and vote in a private session. A majority decision will rule.

*If the Associate School Director is involved in the case, the School Director will appoint an uninvolved faculty member to chair the Appeals Committee.
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