

Computer & Internet Policies

2021-2022



COMPUTER AND INTERNET

Policy Guidelines

Guidelines and policies found in the [Handbook](#) are still in full force in regard to computer usage, digital communications, social media, etc. The York College Department of Information Technology and the Office of Student Life will address any abuse or crime concerning computer networks. Criminal offenses may be referred to the York police department.

General Computer and Internet Policies

- Anti-virus and anti-spyware/adware protection must be installed and up-to-date on both Windows and OS X based systems. Windows includes this software as part of the operating system.
- All system security updates and patches must be applied regularly
- Viewing pornographic sites is prohibited. Internet browsing is monitored, and inappropriate sites may be blocked. Violation of this policy may result in referral to the Office of Student Life.
- No computer may be set up as an internet-facing server on the campus network.
- Never reveal your password to anyone else.
- Passwords must be a minimum of 8 characters in length. 12 characters or longer is strongly recommended.
- Protect your computer security by logging off the computer whenever you leave your workstation.
- Software which requires downloading and installing of components onto the local hard drive are prohibited on College-owned computers. Appeals to allow software for specific classroom purposes should be made to the instructor, who will then review the request and forward it to the IT Department if appropriate. Requests originating with a student will be referred back to an instructor.
- Devices configured to extend campus network wirelessly or by assigning IP addresses, including wireless routers, are prohibited. Hubs, switches, and other devices intended to extend the network for the purpose of allowing a student to connect multiple devices in their assigned residence may be connected, provided any wireless radio or DHCP service in the device is disabled. IT staff can assist students in proper configuration of a device.
- While personal printers are permitted, students are strongly encouraged to use the public printer/copiers over bringing personal printers into the Residence Halls.

Support for printing to these the copiers directly from student devices is available. See PantherNet for more information on how to connect and use the copiers.

- The Saturday morning following the second Tuesday of every month from 5:00 a.m. to 11:00 a.m. is reserved for systems maintenance. Internet access and other IT services may be unavailable during this period without prior notice.

Technical Support

The York College IT Office is located in the basement of Middlebrook Hall. Support may be obtained by visiting the office in person or by sending an email to helpdesk@york.edu. IT staff will assist students troubleshooting basic network access, including potentially checking wire runs to the assigned residence. Additional support for student-owned computers is provided as time permits between other duties. See PantherNet for additional information.

https://panthernet.york.edu/ICS/Campus_Life/IT_Information/

IT Services Offered

The following services are available through the York College Department of Information Technology:

- Wireless internet is available in most student-accessible buildings on campus.
- [PantherNet](#) allows students to register for classes, check their account and financial aid information, and provides secure access to other appropriate online resources.
- York College Course and Testing System, or [Canvas](#) provides students with access to information relevant to currently enrolled courses, including grades, assignments, and class resources provided by the course instructor.
- A York College email account is issued to every student. Students are required to check this account regularly, as important information is frequently distributed to students via email.
- York College provides free access to Microsoft Office 365 for all students, staff, and faculty, including the full Office suite and mobile apps.
- Printing to the public copiers around campus is provided free of charge up to 500 pages per semester. Color pages debit at a rate of 8 to 1. Additional printing costs 5 cents per page, and must be purchased a minimum of 100 pages at a time. See PantherNet for information.

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Internet and Social Media Posting

Students posting information on internet resources are advised to protect themselves in the following ways:

- Avoid posting residential address information
- Avoid posting phone numbers
- Be selective with the content of personal information that is posted
- Be aware that information posted may become available to anyone with internet access, even when limited to specific sets of friends. Such postings should still be treated as if they are public.

Copyright Infringement Policy

York College is required by the Higher Education Opportunity Act of 2008 to enforce a strict policy against unlawful copyright infringement.

Information about Copyright

Almost all forms of digital artistic expression that can be stored on a computer are covered by copyright. This includes but is not limited to photographs, music, video, text, and software. The holder of a copyright has certain rights granted by law, namely: the exclusive right to control when a copy of the covered work is allowed to be made. Court rulings have established any access of a digital work by a computer effectively copies it, and so these rights extend to cover nearly all uses of digital material.

Unauthorized copying of copyrighted material is a civil offense subject to punitive monetary damages often far exceeding the value of the copied work. Unauthorized and commercial distribution of copyrighted material (including potential distribution done automatically by common file-sharing software) is subject to criminal penalties as well, including possible jail time. Users of common peer-to-peer software may be distributing copyrighted material illegally without even being aware of it. Court rulings have resulted in multi-million dollar fines for such activity.

There are exceptions to copyright. After a certain period of time, a copyrighted work enters the public domain and may be freely copied and distributed. All works created directly by the government are automatically part of the public domain. Additionally, there is a special set of exceptions known as “fair use” that allow you to copy works without permission under certain circumstances. If you only copy a small portion of the work, use it non-commercially, and do not impact the economic viability of the original work, or if you significantly transform the work (such as for parody), the copy might be considered fair use.

Copyright Enforcement and Penalties

It is the policy of York College to comply with all federal laws and regulations, including the Higher Education Act of 1965, the Copyright Act of 1976, The Digital Millennium Copyright Act, and The Higher Education Opportunity Act of 2008 (HEOA). These acts require York College take certain steps to combat the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer file sharing. To that end, York College has implemented the following:

- **Traffic shaping:** York College uses software and hardware to aggressively reduce (but not block) available bandwidth for connections with traffic signatures consistent with file sharing. As a penalty, the entire connection (not just the file-sharing traffic) will be throttled, and more serious offenders may be required to frequently enter their username and password before further access to the internet is permitted.
- **Compliance with DMCA takedowns and notices:** If presented by a copyright owner, in the proper legal manner, with a request to help with their investigation, we are required by law to provide the requested assistance, up to providing the legal name and address and connection and traffic logs related to the offense where possible.
- **Referral to the Office of Student Development:** Students who are consistently flagged as heavy file sharers by our monitoring software and continue the practice in spite of the other penalties outlined above, may be referred to the Office of Student Development. Copyright infringement is not consistent with the core values and standards of conduct outlined in the Student Handbook and is therefore subject to the same penalties as any other violation.

Legal Alternatives to File Sharing

The HEOA also requires that York College make available and promote legal alternatives to copyright infringement. York College complies with this requirement by allowing access to commercial music, streaming and other legal digital media services.