

Terms of Use

(Acceptable behavior using Florida Online Resources and Email)

Introduction

Daytona State College provides distance learning technology which allows students to take part in the opportunity to receive instruction and participate in educational programs which would traditionally be unavailable to non-traditional students. Daytona State College provides traditional and nontraditional students with the opportunity to use technology along with many other resources to broaden their learning experiences. However, due to the nature of distance learning, each student must accept a higher level of responsibility for his/her participation and behavior in order for the program to be successful.

Overview

The purpose of this policy is to outline the acceptable use of the resources provided by Florida Online at Daytona State College and to establish a culture of openness, trust, and integrity. This policy is committed to protecting employees, students, and partners from illegal or damaging actions by individuals, either knowingly or unknowingly. Inappropriate use may create a hostile classroom environment, and exposes Daytona State College to risks including virus attacks, constraints of network systems and services, and legal issues.

The acceptable use practices have been created to:

- **Encourage the responsible use of resources (network or personal)**
- **Ensure a safe and supportive online class**
- **Discourage practices that degrade the usability of network resources**
- **Protect the security, reliability, and privacy of Florida Online at Daytona State College's systems and network including systems and the systems and networks of others.**

Conformance to Daytona State College Policies and Procedures

Florida Online at Daytona State College will comply with all Daytona State College policies and procedures. Daytona State College's Policies and Procedures are incorporated into this document by reference.

Netiquette

All users of Florida Online at Daytona State College are expected to abide by the Daytona State College's accepted rules of network etiquette. These include (but are not limited to) the following:

All users of Florida Online@ Daytona State College are expected to be courteous to others when sending any online communication (e-mail, discussion boards, and chat rooms), to adhere to the generally applicable standard of behavior established by a reasonable and prudent person, and to not abuse the service provided by Florida Online at Daytona State College. Online communication that contains any information that is illegal (e.g., copyright violations, trade secrets, and obscene material), harassing or threatening is not acceptable.

- Must avoid the use of profanity, vulgarities, or any other inappropriate language.
- May not distribute pornography, obscene or sexually explicit materials.
- May not post comments that reflect negatively on one's race, gender, religion, sexual orientation, or disability.
- May not infringe upon copyright law. Documents and other information accessed through the Internet that are used in compiling reports, term papers, journal articles and the like, must be cited with a proper bibliographic reference as if the source were a book or other printed work. To do otherwise constitutes plagiarism and will be treated as such.

**Any violation of the netiquette
will be dealt with according to the college handbook**

http://www.daytonastate.edu/recreg/files/student_handbook.pdf

Information Security

- Your user name and password are unique and must not be shared with anyone.
- As a public institution all emails are subject to public scrutiny.

- **Respect the privacy and personal rights of others. Do not access or copy another user's electronic mail, data, programs, or other files without permission.**
- **Take precaution against the spread of computer viruses by installing virus protection software on your computer and regularly scan for viruses.**
- **Abide by all college rules, local and federal laws and prevailing community standards.**

Online Communication: E-mail, Discussion Boards, Chat Rooms
Daytona State College maintains various applications that allow users to send and receive online communication. Daytona State College cannot guarantee the security or privacy of the systems and networks or the networks and systems of others.

- **Daytona State College reserves the right to monitor online communication use to ensure compliance with its policies.**
- **Online communication is a privilege, not a right. Daytona State College reserves the right to discontinue e-mail, discussion board, or chat room access, with or without warning, for any reason including, but not limited to, violations of this policy.**
- **Daytona State College online communication is for educational purposes and not for personal or commercial use.**
- **A Daytona State College e-mail alias does not authorize the recipient or user to represent the college or to act on behalf of the college.**
- **As the online course delivery system is only for instructional use access to this system is available to students currently enrolled in a web-enhanced or online course. Access is terminated at the end of each term.**
- **Daytona State College reserves the right to modify this policy at any time, for any reason deemed appropriate by the administrative staff.**

All users are responsible for the use of online communication. Daytona State College is not responsible or liable for the use of online communication, including but not limited to, misaddressed, lost or undelivered e-mail messages. Daytona State College

will not shield students and will cooperate with any authorities conducting a legal investigation, or other official inquiry, into illegal activities or unlawful acts associated with the use of a Daytona State College online communiqué. Unsolicited external commercial e-mail, commonly referred to as spam, is advertising material sent without the recipient's authorization. Do not originate or forward these messages, (i.e.: chain letters, advertisements, etc.)

Violations of Guidelines

Violations of the College policies will not be tolerated and may lead to dismissal from Daytona State College. Individuals are encouraged to report information concerning instances in which the above guidelines have been or are being violated. Questions about these policies and reports of possible violations can be directed to your instructor. Any individual found participating in the above mentioned will be subject to disciplinary action.

Student Expectations

Due to the special nature of the distance learning programs, I hereby agree to adhere to the generally applicable standard of behavior established by a reasonable and prudent person, and agree to abide by the following conditions for my for my participation in any Florida Online at Daytona State College course.

1. I will not behave in a manner which is disruptive or distracting to other students as defined by the instructor.
2. I will follow the instructor's directions for participating in the activity.
3. If there is a problem with the instructional method and materials I will privately discuss the matter with the instructor, not the class.
4. I will not use College resources to disrupt the class or undermine the teacher.
5. The Florida Online system's email is for course use only and not personal communication.
6. I will regularly access my course and check my FalconMail e-mail account a minimum of three times a week.
7. I will not use language or emoticons which are profane, sexually suggestive or demeaning to gender, racial, ethnic, and religious minorities in the online environment.
8. I will participate in classroom discussions or other learning activities to the best of my abilities.
9. I understand that my participation in class activities may be electronically recorded at any time and may be transmitted to instructors, students, and other persons in remote locations as part of Florida Online at Daytona State College program.



10. I will not be involved with academic dishonesty such as cheating, plagiarism, or sabotage.

I understand that my failure to follow the above rules and conditions may result in my expulsion from Daytona State College.

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