

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT CODE

Lakeshore Technical College is an academic community that maintains high standards of instruction and provides a safe campus for all persons utilizing its programs and services. As a learning organization, LTC monitors student conduct, encourages positive behaviors and requires academic integrity in support of a positive teaching and learning environment.

The College will take action to prevent and stop any behavior that inhibits learning as a result of:

- Not complying with all LTC policies.
- Not complying with civil and criminal laws.
- Interfering with the educational process in any manner.
- Conduct that endangers the safety and well-being of self or others.
- Engaging in violent or threatening behavior toward any student or employee of the College at any time and at any location.
- Conduct which disrupts the operations of the college and/or classroom.
- Unethical, inappropriate, or illegal use of electronic communication.
- Using, possessing, or distributing drugs, alcohol, explosives, dangerous chemicals and/or other weapons.
- Engaging in violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence and stalking.
- Academic dishonesty
 - **Misrepresentation of academic records:** Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Lakeshore Technical College (e.g., forging a change of grade slip, tampering with computer records or falsifying academic information on one's resume).
 - **Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing or attempting to prevent another from using authorized assistance, material, or study aids (e.g., using a cheat sheet on a quiz or exam or altering a graded exam and resubmitting it for a better grade).
 - **Plagiarism:** Using the ideas, data, or language of another without specific or proper acknowledgement (e.g., copying another person's paper, article, or computer work and submitting it for an assignment; cloning someone else's ideas without attribution or failing to use quotation marks where appropriate).
 - **Fabrication:** Deliberately falsifying or inventing any information or citation in any academic work (e.g., making up data for an experiment, falsifying data, citing nonexistent articles, or contriving sources).
 - **Multiple submissions:** Submitting, without prior permission, any work submitted to fulfill another academic requirement.
 - **Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam).
 - **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise (e.g., gaining or providing unauthorized access to examination materials; obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write, even when time is up, during an exam; or destroying or keeping library materials for one's own use).
- Theft of or damage to College property or personal property.
- Failing to comply with a reasonable request or directive from an employee of the College.
- Additional provisions from accrediting bodies may supplement this Student Conduct Code.

Sanctions include, but are not limited to:

- Loss of credit for a specific assignment
- Failing grade
- Written letter of reprimand
- Probation

- Suspension from class/classes or program (length to be determined by infraction)
- Expulsion from the College

In addition to the formal discipline, described above, the Division Dean/Manager or the Student Services Manager may determine to impose one or more of the following:

- A letter of apology from the student to any relevant party, including the College.
- A meeting with a college official to discuss the student's behavior and potential corrective strategies.
- Fines and/or restitution, where appropriate, when damage has been done to college facilities and/or the property of others.

VIOLATION PROCEDURES

Violations shall be referred to the Division Dean/Manager and/or Student Services Manager. If an imminent threat of harm or damage is presented through the conduct of a student, the Campus Police or local police will be immediately contacted. Violations that do not have to be referred to the Division Dean/Manager and/or Student Services Manager may result in a sanction of:

1. Loss of credit for a specific assignment
2. Failing grade

Step 1- Investigation

- The Division Dean/Manager and/or Student Services Manager will conduct an investigation of the alleged conduct within five (5) school days of the incident to determine the facts surrounding the alleged violation.
- Interviews will be conducted with the student(s) involved and appropriate staff, as necessary.

Step 2 – Sanctions

- At the conclusion of the investigation, but no later than five (5) school days after conducting the investigation, the Division Dean/Manager and Student Services Manager will prepare a written report, to include copies of any statements which may have been obtained, together with relevant documents, such as photographs and references to electronic documents.
- If the student(s) admits to engaging in the misconduct or the Division Dean/Manager and Student Services Manager or designee concludes that the student is guilty of the alleged misconduct, they will impose appropriate discipline, ranging from written letter of reprimand to suspension.
- The Division Dean/Manager and Student Services Manager or designee will provide a written notice of disciplinary action to the student, describing the discipline administered and the right of the student to appeal the decision.
- If the Division Dean/Manager and Student Services Manager or designee concludes that a student should be expelled from the College, they will within five calendar days forward a written recommendation for expulsion to the Vice President of Instruction.
- The Vice President of Instruction in consult with legal counsel will act upon the recommendation.

Step 3- Disciplinary Hearing

- If the student(s) denies responsibility for the alleged misconduct or objects to the discipline imposed, the student may present a written request for hearing to the Student Services Manager.
- A disciplinary hearing will be conducted before the Code of Conduct Committee within ten (10) school days following receipt of a written request.

When conducting a disciplinary hearing, the following procedure will be used:

- At least three (3) days before the hearing, the student will be given written notice of the hearing date and the alleged violations of the Student Conduct Code.
- If more than one student has been accused of a violation of the code, separate disciplinary hearings will be held with the Code of Conduct Committee.
- The student can seek advice from a College Counselor and/or request his/her presence at the hearing.
- The disciplinary hearing will provide the student the opportunity to present all pertinent information. The student may also present statements from persons who witnessed, or who have direct knowledge of the alleged conduct at issue.
- The disciplinary hearing will not be open to the public, nor shall appearances by legal counsel be part of the hearing process.
- The Code of Conduct Committee will consist of three members appointed by the Vice President of Instruction to include one representative from the division/department as deemed appropriate.
- The Student Services Manager will serve as Committee chair to conduct the hearing.

Step 4 - Disciplinary Hearing Decision

- At the conclusion of the disciplinary hearing, the Code of Conduct Committee will review all relevant documentation and render a decision.
- The Student Services Manager will prepare a written decision on behalf of the Code of Conduct Committee.
- The decision will be issued to the student within five (5) school days of the hearing.

Step 5 – Student Appeal of Disciplinary Hearing Decision

- The student(s) may only appeal the decision of the Code of Conduct Committee on the basis that the disciplinary hearing process was not followed.
- He/she must submit a written appeal to the Vice President of Instruction within five (5) school days after receipt of the decision.
- The appeal request must include documentation that the process was not followed.

Step 6 – Appeal Conference & Final Decision

- The Vice President of Instruction will meet with the student(s) to review the documentation that substantiates the process was not followed.
- Following the appeal conference, the Vice President of Instruction will review all relevant documentation and statements and prepare a written decision within ten (10) school days. The decision of the Vice President of Instruction is considered final.

The Vice President of Instruction may extend any time limit under the Student Conduct Code for good cause, upon the request of a member involved in the disciplinary action.

When the appeals process timeline prevents a decision to be made prior to the next scheduled class(es), an administrative decision will be made by the Vice President of Instruction to allow or not allow the student to start his/her next class(es) until a final decision is made.

Note: Copies of all documents related to student violation(s) of the Student Conduct Code and penalties imposed will be placed in the student's file. The Student Services Manager will inform the appropriate employees of the result of each step of the process.

In the absence of the Division Dean/Manager, Vice President of Instruction, or Student Services Manager a designee will be assigned.

STUDENT FINAL GRADE APPEALS

Students attending Lakeshore Technical College may appeal a final course grade.

All appeals must be initiated via a written appeal request to the Student Services Office no later than twenty-one (21) school days following the submission of the final course grade. However, before any appeal is filed with the Student Services Office, evidence of compliance with Steps 1 must be shown. The student is encouraged to communicate with the instructor who assigned the final grade to resolve the dispute, however if this is not feasible the following steps must be followed.

Step 1

The student must contact the Division Dean or Associate Dean within ten (10) school days and may proceed to Step 2.

Step 2

Should efforts of resolution at Steps 1 fail, a student shall submit his/her written appeal, along with any appropriate documentation, to the Student Services Office. The Manager of Student Services will then review the appeal to determine if it merits further consideration. If further review is not warranted, all students and staff involved will be notified within ten (10) school days following the receipt of the written appeal. If, however, the matter requires further clarification or information, the Manager of Student Services may:

- (a) direct the appeal back to the appropriate Division Dean for further consideration or
- (b) convene an Internal Investigative Committee.

The committee will be comprised of one Division Dean, one LEA faculty member who is not a member of the instructional department from which the dispute arises, and two students Student Government Association officers. Alternates shall be identified in each of these groups in the event that one or more members of the committee need to excuse him or herself to ensure impartiality. The Committee will be convened within ten (10) school days to review the appeal.

Step 3

The Committee will conduct a hearing to review the appeal. The student, instructor, and other appropriate staff will present and submit pertinent documentation. The committee will make a decision and provide written notice to the student within ten (10) school days.

Step 4

Any final appeal of the committee's decision must be submitted, in writing, by the student to the Vice President of Instruction within ten (10) school days of receipt of the committee's decision.

The student(s) may only appeal the decision of the Internal Investigative Committee on the basis that the process was not followed. The appeal request must include documentation that the process was not followed.

Step 5

The Vice President of instruction will meet with the student(s) to review the documentation that the process was not followed.

Following the appeal conference, the vice president of instruction will review all relevant documentation and statements and prepare a written decision within ten (10) school days. The decision of the vice president of instruction is considered final.

The vice president of instruction may extend any time limit under the student conduct code for good cause, upon the request of any concerned person.

When the appeals process timeline prevents a decision to be made prior to the next scheduled classes, an administrative decision will be made by the Vice President of Instruction to allow or not allow the student to start their next classes until a final decision is made.

SOLOMON ACT

Congress in 1996 enacted a series of laws that address Military Recruiting and Reserve Officers' Training Corp (ROTC) Program Access to Students of Higher Education (commonly referred to as the "Solomon Amendment"). Under these laws, colleges must give recruiters access to their campuses and provide them with lists containing "student recruiting information" in order to help military recruiters meet congressionally-mandated recruitment numbers. The Solomon Amendment overrides FERPA and gives the military the right to receive data designated as "student recruiting information." If an institution or its subelements does not comply, the entire institution risks losing certain federal funds.

STUDENT ACCESS TO RECORDS

Student Records Confidentiality Notice

The Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days from the day the college receives a request for access. You should submit to the Student Records office or the Registrar written requests that identify the record(s) you wish to inspect.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to refuse to permit the college to designate disclosure of personally identifiable information about the student as directory information which is not subject to restrictions on disclosure.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The college has designated the following information about you as directory information: name, address and telephone number, student email address, date of birth, field(s) of study, current enrollment status, dates of attendance, degrees received, most recent previous educational institution attended, honors and awards received, including selection to a dean's list or honorary organization, photos and videos of students for use in college presentations/displays, news releases, publications, and websites.

If you do not wish to have your information designated as directory information and disclosed to members of the college community and to requesters from outside of the college, you must inform the Student Records office in writing. A form for Authorization to Release Confidential Information is also available from the Student Records office.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Under sections 99.31(a) and 99.34 of Title 34 of the Code of Federal Regulations, applying the Family Educational Rights and Privacy Act, LTC may disclose records to other educational agencies or institutions that have requested the records and in which the student intends to enroll or receive services.

Should an LTC student seek to enroll in another college or university to complete a course or degree, LTC may share personally identifiable data with that college or university's education officials without the student's prior approval. LTC maintains a record of all releases of student records. A student may request to view a copy of what was shared with the other college by contacting the Registrar at 920.693.1708.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605**

CHILDREN IN THE CLASSROOM

In order to preserve the integrity of the educational environment, students may not bring their children to classes, labs, or shops, except when the children are part of the instructional activities. Children are defined as persons under the age of 16 and not enrolled in LTC classes or programs. Individual instructors may make exceptions for emergencies with the consent of all students in the class.

CHILDREN ON CAMPUS

Lakeshore Technical College supports a safe and positive educational environment. Therefore, it is the policy of LTC that children under the age of 16 shall not be left unattended in any of LTC's facilities (including parking lots).

Parents need to make adequate arrangements for the care of their children. The Manager of Student Services or the Evening Operations Manager may make exceptions to this policy for children who are here for legitimate purposes (such as when the children are involved in an instructional activity).

LTC staff members are responsible for enforcement of this policy. If a staff member is unsuccessful in dealing with a problem, he or she should contact his or her supervisor. Campus Police and/or the Evening Operations Manager should be called to deal with enforcement only when ongoing or serious problems occur. The Campus Police may become involved during their routine monitoring of the campus.

TOBACCO/SMOKE-FREE

The Lakeshore Technical College District Board supports the concept of wellness, the U.S. Surgeon General's mandate for a smoke-free America, and the spirit of Wisconsin's Clean Indoor Air Bill. After a careful review of available health information and efforts of the LTC Smoking Policy Advisory Committee regarding the use of tobacco products, the college has decided to take positive steps to promote a healthier environment for students, employees, and visitors at LTC.

Therefore, the following ban on the use of tobacco products has been instituted:

- The use of tobacco products is prohibited in all buildings owned or leased by Lakeshore Technical College.
- All students and staff will be informed of this policy during orientations, in student and staff handbooks, and in college signage.
- The Student Conduct Code and Employee Disciplinary Policy will be followed when violations occur.

ALCOHOL POLICY FOR LTC STUDENTS

Lakeshore Technical College recognizes that the misuse and abuse of alcohol and other chemicals is a serious health problem affecting every aspect of human life.

LTC and the Wisconsin Technical College System Board policy forbid the expenditure of student activity fees for alcoholic beverages. These expenditures include the activity fee transfers that are allocated to student organizations each semester. All college-sponsored activities (using tax dollars and/or activity fees) must be open to all students regardless of age. Alcoholic beverages are also forbidden at off-campus college-sponsored activities. The consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip. The advertising of alcoholic beverages is prohibited on college property and in college publications. The use of alcohol is prohibited in all buildings owned or leased by Lakeshore Technical College.

HAZARDOUS WASTE AND CHEMICAL EXPOSURE

Some classes, such as chemistry and physics, may present the possibility for exposure to substances which have the potential for health hazards. Faculty teaching such a class will include in the class syllabus specific information pertaining to potential exposure, and appropriate safety information will be presented to reduce the risk.

Any persons present near chemicals (including hazardous waste) should realize that they are voluntarily exposing themselves to these substances. Precautions, such as changing routes so as not to pass near the hazardous exposure areas or delaying enrolling or not enrolling in a class, may be necessary. These precautions are especially important for people with sensitive medical conditions which could make exposure to the substance mentioned above especially dangerous. In particular, women who are in their first trimester of pregnancy should avoid exposure.

Any time the potential exists for exposure to substances, protective clothing will be required.

EQUAL OPPORTUNITY/EQUAL EDUCATION/AFFIRMATIVE ACTION

Lakeshore Technical College assures compliance with all federal and state laws through the administration and enforcement of LTC District Board Policies and Procedures. Employment, programs, classes, and services are provided in a nondiscriminatory manner to all employees, students, and the public requesting use of or using college facilities without regard to race, creed, religion, national origin, ancestry, sex, sexual orientation, age, parental status, marital status, pregnancy, disability, political affiliation, genetic testing, veteran status, service in the armed forces, and the use or nonuse of lawful products off the college's premises during nonworking/nonacademic hours.

HARASSMENT/DISCRIMINATION

Harassment of or by employees, students, and the public using college facilities or conducting business in college facilities on the basis of sex, race, religion, national origin, age, disability, or other protected status is a form of discrimination that is unlawful and prohibited. Any action, policy, or practice, including bias, stereotyping, harassment, and retaliation, which is detrimental to a person or groups of people is discrimination.

Harassment means behavior that substantially interferes with a person's work or performance or creates an intimidating, hostile, or offensive work or academic environment. Information requests, questions, concerns, and complaints should be directed to the Human Resources Department/Affirmative Action Officer or Diversity Services/Equal Education Opportunity Officer for employee or student complaints, respectively.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 standards.

ACCOMMODATIONS FOR RELIGIOUS BELIEFS

In compliance with Wisconsin law, reasonable accommodations (only applies to required religious activities) will be made of a student's or employee's sincerely held religious beliefs.

Students may request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student/employee will submit a request in writing to the instructor/employee's manager five school/working days prior to the date or dates of the anticipated absence. The request will be kept confidential. Instructors/managers will provide a means by which make-up work is completed in a timely manner without any prejudicial effect.

COMPLAINT PROCEDURE

Procedures within the college have been established to handle complaints alleging harassment, assault, or discrimination against staff, students, and the public in employment/education matters as noted in the introduction section of this policy. A formal and informal process exists and is administered by the college Human Resources Department.

Any person having a concern about or alleging discrimination, harassment, assault, and/or retaliation who needs assistance in obtaining detailed procedural information, information on rights and responsibilities, advice, and/or complaint forms may contact Kathy Kotajarvi, Human Resource Department, Affirmative Action Officer, and/or Nicole Yang, Diversity Services Coordinator, Equal Opportunity Officer.

CRIME AWARENESS AND CAMPUS SECURITY ACT

Lakeshore Technical College is committed to maintaining a safe and secure environment on campus. As part of the Crime Awareness and Campus Security Act of 1990, the college does provide complete information about security awareness, crime prevention, crime

reporting, crime statistics, and other related policies. This information is made available through the Students' and Employees' Right to Know and Campus Security Information flyer that is distributed annually to students and staff.

LTC CAMPUS POLICE AND SECURITY

LTC Campus Police is comprised of police officers and county sheriffs from Manitowoc County law enforcement agencies. Campus Police are available to handle campus security and parking problems during campus hours. LTC has an excellent relationship with the Cleveland First Responders and Firefighters, the Manitowoc County Sheriff's Department, Cleveland Police Department, and the Manitowoc County Emergency Medical Services. LTC employs trained security officers to provide coverage while the campus is closed. The police and security office is housed off of the General Education Office (L180).

REPORTING OF CRIMINAL ACTIONS

Contact the Switchboard at Extension "0" from 7:30 a.m. to 5 p.m., Monday through Thursday and 7:30 a.m. to 12 noon Friday. The operator will contact the proper authorities. The LTC Campus Police can be reached at 946.6310 (cell) or Ext. 1155 if unable to contact the Switchboard.

Individuals should dial 9-911 from LTC in-house phones in an emergency situation and then contact the Switchboard by dialing "0".

SEXUAL ASSAULT AND RELATED STATUTES*

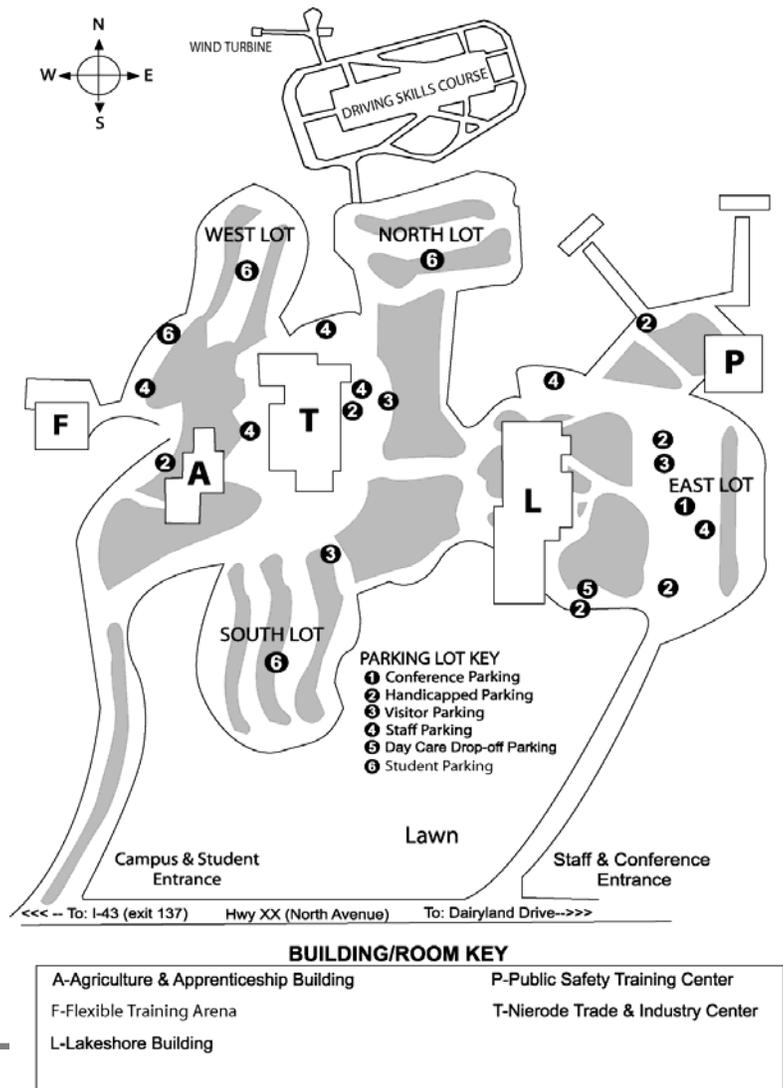
Wisconsin Statutes recognize that sexual assault, sexual exploitation by a therapist and harassment are serious criminal offenses. It is important for all students and staff of Lakeshore Technical College to understand how the statement of policy and offenses are defined in the law and to be aware of the penalties.

*Excerpted in the Students' and Employees' Right to Know and Campus Security Information brochure are the definitions and penalties of these offenses. This brochure is available to all students and staff members annually.

*According to 1991 Wisconsin Act No. 112.

MOTOR VEHICLE REGULATIONS

1. LTC has three parking permits:
 - A. Permits for student parking.
 - B. Permits for staff parking.
 - C. Permits for temporary parking.
2. All students are required to register vehicles at Student Services in the Lakeshore Building. The permit is good for the current school year attending. All staff are required to register their vehicle(s) with Human Resources. The parking permit is to be displayed from the rearview mirror. The permit is not transferable.
3. LTC assumes no responsibility for vehicles or their contents while parked on campus. The person whose name is registered is responsible for all violations incurred by the registered vehicle.
4. The enforced speed limit for vehicles operated on campus is fifteen (15) miles per hour.
5. Parking Regulations and Violations:
 - A. All roadways and building approaches are considered lanes. Parking in these areas is prohibited.
 - B. Student parking on the north side of the Lakeshore Building and in the east parking lot behind the Lakeshore Building is prohibited between 7 a.m. and 5:30 p.m. After 5:30 p.m., the east parking lot is open to student parking.



- C. Parking on lawns and/or sidewalks is prohibited.
- 6. Student vehicles should use the first entrance from Interstate-43 marked "Campus Entrance".
- 7. Bicycle parking racks are available in the south parking lot, and the east side and north side of the Lakeshore Building.
- 8. Handicapped parking is allowed in designated areas by permit only. Permits are available only through the State of Wisconsin.

ENFORCEMENT

Parking regulations are enforced under Village of Cleveland Ordinance and the State of Wisconsin Statute.

PENALTIES

Persons violating posted parking regulations may be required to pay a fine in accordance with the Village of Cleveland or the State of Wisconsin traffic deposit schedule.

COMPUTER-USE POLICY—FOR COLLEGE STUDENTS

I. INTRODUCTION

The computing and telecommunicating networks, computing equipment and computing resources of Lakeshore Technical College (hereinafter "College") are owned by the College and are provided primarily to support the academic, administrative, and business functions of the College. The use of this equipment and technologies is governed by federal and state law, and College policies and procedures. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs.

Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

II. REGULATORY LIMITATIONS

- A. Without prior notice, the College may monitor use of the equipment and networking structures and all systems for legitimate academic, administrative, and business reasons, including:
 - 1. To ensure the security and operating performance of systems and networks.
 - 2. To ensure appropriate academic, administrative, business and incidental personal use of equipment/materials.
 - 3. To enforce College policies.

Monitoring includes the right of the College to access messages and files which have been deleted, but not fully erased from systems. Legitimate academic, administrative, or business reasons include, but are not limited to, the right to inspect the contents of electronic messages or files in the course of an investigation prompted by evidence of violation of a College policy or as necessary to locate substantive information which is not readily available through other means. The contents of electronic communications files and records obtained for legitimate academic, administrative or business needs may be disclosed within the College District, without the permission of student, to those with an essential need to know, as well as to law enforcement and regulatory agencies.

Notwithstanding the right of the College to view, retrieve, and read any and all electronic messages, records, or files within College systems; electronic messages, records and files must otherwise be treated as confidential by students and accessed only by the author or intended recipient. Students may not attempt to gain access to another person's electronic messages, records, or files without authorization or the permission of the person.

- B. The College reserves the right to limit access to all equipment, networks, and resources when federal or state laws or College policies are violated, or when College contractual obligations or College operations may be impeded.
- C. The College may authorize confidential passwords or other secure entry identification; however, students are to have no expectation of privacy in the material sent or received by them over the College computing systems or networks. While general content review will ordinarily not be undertaken, monitoring of this material may occur for the reasons specified above.

Computer passwords are not, and are not intended as a guarantee of confidentiality or privacy. Students may not use a password, access a file, or retrieve any stored information unless authorized to do so.

Each individual user is responsible for the proper use of his/her assigned account, including password security. Users must not share computer accounts or disclose access information to unauthorized persons.

- D. The College generally does not monitor or restrict material located in College computers housed within a private domicile or on non-college computers, whether or not such computers are attached or able to connect to campus networks.
- E. All material prepared and used for purposes and posted to or sent over College computing and other telecommunicating equipment, systems or networks must be accurate and must correctly identify the author and receiver.
- F. No person shall make illegal copies of software. Illegal copies of software may not be run on any District computer. The Information Technology staff will take the necessary action to prevent violations of this requirement. Students are responsible for any and all liability resulting from violation of this prohibition.
- G. The College is not responsible for the loss of data or interference with files which may occur in the course of maintenance of networks or equipment.
- H. The College is not responsible for lost or deleted files which have been saved on disks.

III. PERMISSIBLE USE

Students are required to adhere to this policy and any related College rules, regulations and procedures for work produced on computing equipment, systems and networks. Students may access these technologies for academic, administrative, business and incidental personal uses, if the following restrictions are followed:

- A. The use is lawful under federal or state law.
- B. The use is not prohibited by Lakeshore Technical College District Board, College, or institutional policies.
- C. The use does not damage or overload College computing equipment or systems, or otherwise harm or negatively impact the systems' performance.
- D. The use does not contravene copyright or trademark law.
- E. The use does not result in commercial gain or private profit (other than as allowable under College intellectual property policies).
- F. The use does not state or imply College sponsorship or endorsement.
- G. The use does not violate state or federal laws or College policies against race or sex discrimination, including, but not limited to, racial slurs, gender specific comments, comments on sexual orientation or sexual harassment.
- H. The use does not involve unauthorized passwords, identifying data, or any other action that attempts to circumvent, disable or overload system security, or in any way attempts to gain unauthorized access.
- I. The use does not involve activities which interfere with or disrupt network users, services or equipment, to include, but not limited to:
 - 1. Distribution of unsolicited advertising or mass mailings;
 - 2. Propagation of computer worms or viruses; and
 - 3. Downloading and/or running any destructive or disruptive programs on College Computer systems.
- J. The use does not involve accessing or attempting to access by "hacking" or any other unauthorized entry, materials, information, resources, communication devices, or the files of other users, which the student reasonably understands to be restricted to persons other than the student. Intentional interception of any electronic communication is considered unauthorized access and may violate the Electronic Communications Privacy Act.
- K. The use does not involve in any manner disabling or inactivating virus scanning software or restrictive filters.

IV. SOCIAL NETWORKS

- A. Students must understand that certain expectations for professional conduct extend into the personal online world of social networking, blogs, and other communication tools, especially regarding mention of LTC, or members of the LTC community. Violations of college policy (e.g., harassing language, possible drug policy violations, etc.) are subject to investigation and sanction via the LTC Computer Use Policy, Student Code of Conduct, and other relevant college policies.
- B. Lakeshore Technical College is not responsible for the privacy practices or the content of external web sites and online social networks. Participation in online social networks is strictly voluntary.
- C. Students should be careful about how much and what kind of identifying information is posted online. It is unwise to put information like date of birth, social security number, and phone number on line because it could leave students open to identity theft or stalking. Networks like Facebook provide numerous privacy settings for information contained in its pages; students should use these settings to protect private information.
- D. Some students may be interested in establishing a LTC-related (using the Lakeshore Technical College name, LTC acronym, LTC program name, or any other identifying element of the college) social network presence in order to connect and/or disseminate information related to college life or activities. The establishment of such pages or sites shall be coordinated through the office of Student Success.
- E. LTC reserves the right to change or amend the Social Network Regulatory Limitations at any time.

V. ILLEGAL ACTIVITY

- A. Any illegal use of the network, or its use in support of such activities, is strictly prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws.
- B. The submission, publication or transmission of information or data of any type for the purpose of planning, preparing or engaging in criminal activity of any type is strictly prohibited.
- C. College officials will report actual or suspected criminal conduct to law enforcement authorities.

VI. VIEWING OR DISTRIBUTING OBSCENE OR PORNOGRAPHIC MATERIALS

- A. Students may not intentionally access, download, store, or transmit obscene or pornographic sites, materials, files or messages through the College District Information Systems or using any College District computing and telecommunicating networks, equipment or computing resources to include, but not limited to, any sites, materials, messages, or files, which:
 - 1. Contain adult oriented or pornographic images, written materials, or discussions;
 - 2. Are restricted to adults or persons age 21 or over because of adult oriented sexual or violent content;
 - 3. Contain sexually explicit images or materials of any type, to include images of the human body which depict nudity or sexual excitement, as well as actual or simulated sexual acts.

Conduct of this character is not, and will not be recognized as appropriate or authorized use of College computing equipment, information systems and networks for personal, academic, administrative, or business purposes.

- B. Violation of the foregoing section IV., A., of this policy will result in disciplinary action under section VI., below.

VII. SUSPENSION OF PRIVILEGES BY MANAGER OF STUDENT SERVICES

- A. The College's Manager of Student Services may suspend a student's access privileges for as long as necessary to protect the College's computing resources. As soon as practicable following the suspension, the Manager of Student Services Operations must take the following actions:
 - 1. The student must be provided with notice of the computing resources suspension and the reasons for it.
 - 2. The student must be given an opportunity to meet with the Manager of Student Services to discuss the suspension if the student requests it.
 - 3. Following the meeting, the student must be notified that the student may appeal to the Manager of Student Services' immediate supervisor if the student is dissatisfied with the outcome of the meeting.

- B. The Manager of Student Services may refer the matter for action under the student code of conduct.

VIII. VIOLATION OF POLICY

- A. Any violation of this policy will be considered “misconduct” under the College student code of conduct and the offending student will be subject to the process as outlined. Violations should be reported as provided under the code.
- B. Sanctions for violation of this policy may include a revocation or suspension of access privileges in addition to the sanction provided under the student code of conduct.
- C. Violations of federal or state law may be referred for criminal or civil prosecution.
- D. Disciplinary decisions will be based upon, but will not be limited to, the following:
 - 1. The nature of the misconduct, to include the character of materials, files, messages or sites, created, accessed, sent, viewed, or damaged.
 - 2. The frequency with which unauthorized materials, files, sites or messages were accessed, downloaded, stored, transmitted, or damaged.
 - 3. The time of day during which the conduct occurred.
 - 4. Whether other persons were involved in any way, either voluntarily or involuntarily.
 - 5. Whether the conduct is subject to criminal prosecution.
 - 6. Whether the conduct has resulted in a complaint by another person.
 - 7. Impact upon other students.
 - 8. Prior disciplinary record.
 - 9. Cost incurred by the College.
- E. Unauthorized or improper use of a student account, password, or access information will not excuse the student from disciplinary action, if the student failed to comply with the requirements of this policy regarding network security.

IX. APPLICATION OF PUBLIC RECORDS LAW

All information created or received for work purposes and contained in College computing equipment files, servers, or electronic mail (email) depositories are public records and are available to the public unless an exception to the Wisconsin Public Records Law applies. This information may be purged and destroyed only in accordance with the College records retention schedule.