

LACKAWANNA COLLEGE

DORM NETWORK POLICY

All resident students are provided with access to a high-speed Internet connection. Connection to this network is done at the students' own risk. The College is not responsible for material viewed or downloaded by users. Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College's electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.

Equipment Needed

Equipment needed for connection to the dorm network includes a Wireless Network Card or a Network Interface Card (NIC) with a Category 5 or 6 patch cable. Both items are available at the Campus Bookstore, though students may obtain these items elsewhere. Installation of the network card is completely the responsibility of the student. Check your owner's manual before you purchase a network card. Most computers already have one factory installed.

Connecting to the Internet

If using a NIC, connect the patch cable from the NIC card jack on the back of your computer to the network jack in your room, then turn the computer on. Network cards usually have LED light indicators showing the connection to the network. When your machine starts, you will see these indicators glow to show you have an active connection.

If using a wireless connection, connect to public.lackawanna.edu.

Open up an Internet browser. You will be prompted for your portal username (ex. firstname.lastname) and password. Please note that this is not your student ID number or entire Falcons email address.

If you receive certificate errors:

- Open Internet Explorer
- Click Tools
- Click Internet Options
- Click the Advanced Tab.
- Scroll down to the last section (Security) and uncheck "Check for Server certificate revocation".
- Click Apply and close then reopen Internet Explorer.

Security

Users are responsible for maintaining the integrity of personal equipment connecting to the College's network. Users are expected to purchase and maintain anti-virus software, such as Norton Anti-Virus, McAfee, Panda, Sophos and others.

There are several free anti-virus programs available for personal use. We recommend Microsoft Security Essentials (http://www.microsoft.com/en-us/security_essentials/default.aspx) or AVG (<http://free-avg.com>).

Installing anti-virus software and keeping your virus definitions up to date will protect your PC from damage and loss of valuable data.

Users are strongly encouraged to update and patch their Windows computers regularly on the Microsoft Windows update site. Microsoft "Patch Tuesday" is the second Tuesday of each month. Go to <http://windowsupdate.microsoft.com> for patch and update downloads. You will most likely need to restart your computer every time you install updates from Microsoft.

The high speed access to the World Wide Web is behind a Firewall server, and has been filtered to only allow connection through TCP/IP ports 80 and 443, which are the ports for standard and secure web access. All other TCP/IP ports have been blocked for your safety and protection. Viruses and hackers can and do use other TCP/IP ports to gain access to your computer, or to spread viruses. Another reason is to block the use of Peer to Peer file sharing networks which is a violation of the Federal Digital Millennium Copyright Act. Please refer to the Copyright Policy and Guidelines on the following pages for further rules & regulations.

Network users are responsible for all traffic originating from their network. Any attempts to read or monitor network information of others ("sniffing") is a violation of the privacy act. Repeat violations will result in the College disconnecting the device from the network. We reserve the right to monitor all network activity, incoming or outgoing, on the dorm network and on all computers internally tied to it. All Web usage is logged by default and can be traced to the machine.

Attempts by individuals to reconfigure the network infrastructure can result in damage to the infrastructure or severe network problems. Examples of this are extending the network with hubs/switches/repeaters, daisy chaining of wiring and the use of non-standard electronics and wiring. The connection and use of individual wireless "Wi-Fi" routers is strictly prohibited. Where damage is found to be caused by an individual, repair costs will be billed accordingly. When a user is encountering problems related to non-adherence to industry and/or Lackawanna College network standards by installing their own wiring and/or electronics, the user risks being removed from the network.

Remember, dorm network access is a privilege, not a right. Please use the privilege in a responsible manner, and you will be able to surf the Web with ease.

Support

If you are experiencing any difficulties with your connection, contact support at support@lackawanna.edu, or call 570.504.1585 or 570.961.7822.

LACKAWANNA COLLEGE

COPYRIGHT POLICIES AND GUIDELINES

Copyright is the right of an author, artist, composer, or other creator of a work of authorship to control the use of his/her work by others. Protection includes music, movies, software, and other literary and artistic works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission.

It is the policy of Lackawanna College to respect the copyright protections given to authors, owners, and publishers under Federal law including the Digital Millennium Copyright Act. Willful infringement may subject a defender to discipline and can impact the privilege to use information technology resources at the College

1. Copyright Guidelines

- Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on college computing equipment without the proper license or the express written consent of the copyright holder is prohibited.
- All copyrighted material is not denoted with a © symbol and users should not assume that it is. Prior to downloading a file, image, or any other type of media, users should obtain permission from the author unless the "fair use" doctrine clearly applies to the situation.
- Acknowledging the source of copyrighted material does not substitute for obtaining permission.
- The recording, film and software industries have become very aggressive in their active pursuit of copyright infringement. They have spent millions of dollars, and they have hired hi-tech firms to develop and maintain software that is able to search the Internet and identify unauthorized distribution of their protected titles.
- The No Electronic Theft (NET) Act criminalizes sound recording copyright infringements regardless of whether there is financial gain.

For further information on copyright infringement got to: www.copyright.gov

2. Peer-to-Peer File Sharing

- Peer-to-peer file sharing programs allow sharing of copyrighted music, movies, and software, often without the knowledge or consent of the user.
- The use of Peer-to-Peer file sharing networks (KaZaA, Gnutella Morpheus, LimeWire, BitTorrent, Gnucleus, Bearshare, Grokster, Aimster, iMesh) to share copyrighted material is a violation of the Federal Digital Millennium Copyright Act and is prohibited at Lackawanna College.
- Law enforcement agencies, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other copyright holders of digital media actively monitor the Internet for users who are distributing copyrighted material. When violations are discovered, they contact the owner of the network on which the

offending computer resides. To protect the college and the student, the computer will be removed from the network on receipt of a DCMA complaint.

For more information on the laws regarding file sharing, see <http://www.campusdownloading.com>.

3. “Fair Use” Guidelines

There are certain circumstances under which it is permissible to reproduce or display copyrighted works without the permission of the copyright owner. These exceptions known as “fair use” are outlined in section 107 of the Copyright Act. When determining whether or not use falls under this exception, the following factors should be considered as defined in the “fair use” doctrine:

- The purpose and the character of the use, including whether it is for commercial or non-profit educational purposes
- The nature or type of the copyrighted material (periodical, film, book, etc.)
- The amount and substantiality of the portion used in relation to the whole
- The effect of the use on the potential market for or value of the copyrighted material

The Register of Copyrights on the General Revision of the U.S. Copyright Law cites the following examples of activities that courts have regarded as “fair use” in its 1961 report: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work; for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

4. Preventing Illegal File Sharing

- Avoid using file-sharing programs. Lackawanna College strongly discourages the use of file-sharing programs due to the risk that files may be copyrighted. Many of these programs can turn a PC into a server even if it was not the users’ intent.
- Selected ports are closed and a firewall specifically blocks access to this type of traffic to help prevent file sharing networks.
- Use legal online sources such as Apple iTunes, AOL Music, Yahoo! Music, YouTube, and Zune.
- All Internet traffic is logged and periodically reviewed.

For further sources of legal online content go to:

- <http://www.campusdownloading.com/legal.htm>
- <http://www.educause.edu/legal content>

Violations

By using any of Lackawanna College's electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.

Lackawanna College respects the protections provided under copyright law and takes seriously any violations of these protections. Those who illegally share copyrighted files face charges and additional penalties that are enforced by the College. In addition violators may be subject to civil and criminal prosecution under the provisions of the Digital Millennium Copyright Act (DMCA).

If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.

Any attempt to break the law may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.