

# Student Manual

# Online Writing Classroom

Auerbach Hall, Room 109

University of Hartford

FALL 2005

## Dear Student:

**Online Writing Classroom (A109)** provides services for students pursuing scholarly activities related to their University of Hartford classes. This manual has been prepared for your information and understanding of the policies of the Online Writing Classroom. PLEASE READ IT CAREFULLY. Upon completing your review of this manual, please sign the statement on the last page of this manual and return it to your instructor.

\*Please save this User Manual along with the syllabus for your writing course so that you could consult it when you are not sure about the Online Classroom policies.

## Food and Drink:

No food or drink is allowed in the Online Writing Classroom. Even bottled water cannot be permitted.

## Personal Use:

Computer work is limited to the assignments of this class; work of a solely personal nature is not permitted.

## Internet Use and Software:

\* No personal software is permitted on the A109 computers.

\*You are also not permitted to download any software from the Internet in the Online Writing Classroom.

## Saving Work:

\*You must provide your own floppy disk, CD, or flash drive to save your class work.

\* Any files saved on the network server, Drive O, which is also known as the Public Drive, or Itchy Drive, will be erased by ITS staff without notice.

\* Do not save any work on Drive C of any of the PCs in this Online Classroom. Special software on these PCs automatically erases all saved files once the power on these machines is shut down.

## **Printing:**

The Online Writing Classroom printer may not be used for printing homework or papers prepared for your RLC/PTW courses, work for other classes, or other materials of personal use.

Paper assignments and homework due at the start of RLC and PTW courses must be printed outside prior to your arrival at this classroom.

## **Games:**

The playing of games is strictly prohibited unless they are part of an authorized university academic program.

## **Workstation Cleanliness:**

At the end of class, students should return their work stations to the Windows Desktop, remove personal floppy disks and CDs, and clean the area of any papers, pens or pencils, etc.

## **Lost Information and/or Personal Items:**

The RLC Department is not responsible for computer data and personal items (i.e., documents, disks, books, or clothing) that are lost or left unattended.

## **Academic Honesty:**

\* Anyone who uses the Online Writing Classroom agrees to adhere to the University of Hartford Academic Honesty Policy that prohibits plagiarism, defined as "any project, paper, or creative work which is in whole or part the work of another" without proper acknowledgment/citation (The Source 102).

\* Anyone using the Online Writing Classroom equipment or facilities must agree to adhere to copyright and software licensing laws. In addition, anyone who uses the Online Writing Classroom to retrieve material from the Internet must respect the copyright guidelines for fair use of such materials.

## **Student Conduct:**

\* Users are expected to adhere to existing state and federal regulations relating to the communication or receipt of threats, harassment, obscenity, or pornography.

\* Users must respect the privacy of others in the Online Writing Classroom.

\*Attempts to gain unauthorized access to files, data, or programs or to introduce a virus on a workstation (or within the network) will be construed as malicious acts and will result in disciplinary action.

## **Information Technology Service (I.T.S.) Network Monitoring**

The computers in the Online Writing Classroom are connected to the University's network system. The I.T.S. department makes every effort to monitor the network for illegal activity. The following is from the I.T.S. website:

Information Technology Services now continuously monitors the University Network for illegal use. Once we determine that illegal activity is occurring:

1. I.T.S. captures evidence from the network stream.
2. I.T.S. shuts down the network port(s) in the room where the activity is occurring. (The port(s) will remain off pending the outcome of a judicial hearing.)
3. I. T.S. notifies the Public Safety Investigator and turns over evidence.
4. Public Safety Investigator notifies student, usually within 3 business days.
5. Public Safety Investigator interviews student (in presence of I. T.S. personnel if requested.)
6. Charges are filed with the Judicial Office.

### **University of Hartford Judicial Code on Abuse of Computer Technology**

The following is from Section XII (Punishable Misconduct) of the University of Hartford Judicial Code as published in The Source:

- When there is an indication of any of the following abuse, which either interferes with the proper functioning of the system or impinges on another user's rights, charges will be brought under this code. A student's privileges to use the computer area or system may be suspended pending the outcome of the judicial hearing. Examples of abuse of a user's privilege include:
  - unauthorized attempt to modify computer equipment or peripherals; unauthorized attempt to modify software components, such as operating systems, compilers, utility routines, etc.;
  - use of an account without proper authorization from the owner of that account;
  - use of an account, either University-funded or externally funded, for purposes other than that for which funds have been authorized;
  - reading or use of private files, including the University's administrative or academic files, without proper authorization, or changing or user without proper authorization; University's administrative or academic files, deleting private files belonging to another
  - violations of property rights and copyrights in data and computer programs;
  - use of software to communicate offensive or obscene messages to other users of the system;
  - use of University facilities, hardware or software, in the commission or attempted commission of a crime, under federal, state, or local law; knowingly introducing or attempting to introduce a computer virus.

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, a \$100 fine, reimbursement, loss of computer system privileges and suspension from the University. Sanctions may be as severe as expulsion from the University. (151-152)

# Acknowledgment Form

Anyone using the Online Writing Classroom does so on the understanding that they have read and accepted the guidelines of this policy manual. Please sign and give this page to your instructor after reading the Online Writing Classroom Policy Manual.

"I have received a copy of the Online Writing Classroom Policy Manual and have read and I fully understand all of its contents. It is my responsibility to be familiar with the policies of this Online Writing Classroom. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Online Writing Classroom Policy Manual. I understand that failure to abide by the policies of this manual may result in my loss of computer privileges in the Online Writing Classroom and other possible sanctions by the University of Hartford."

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Name (please print)

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Signature

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Date

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University of Hartford Identification Number

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Course Name and Instructor's Name

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5 Digit Course Reference Number (the number following the Course Name)