

NECC

Northern Essex Community College

COLLEGE STATEMENTS, POLICIES & DISCLOSURES



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College Policies

Accessing Sex Offender Information

Information on all registered Level 3 sex offenders is available to the general public online at www.mass.gov/sorb or by contacting the Commonwealth of Massachusetts' Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970-4547, 978-740-6400. The College Chief of Security also maintains a file of all registered Level 3 offenders registered in Essex and Suffolk Counties.

The policy of the College is to post the name and available SORI registration information of registered Level 3 offenders who are known to be attending classes at NECC; this information will be posted at the Security Office (Spurk Bldg). Information on Level 2 offenders who are known to be attending classes at NECC will be made available upon written request to the Chief of Security.

Please contact College's Chief of Security, 978-556-3689, if you have any questions or would like additional background on this issue.

Affirmative Action, Nondiscrimination and Accessibility

Northern Essex Community College complies with the requirements of Title IX of the Higher Education Act of 1972 and with the Vietnam Era Readjustment Assistance Act of 1974. Recruitment, admission, programs, activities and facilities are available to all on a non-discriminatory basis, without regard to race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status and/or national origin. The College is an equal opportunity/affirmative action employer.

All Northern Essex campuses, programs, and activities are accessible to all otherwise-qualified individuals who have disabilities. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act, as amended, and with the Americans with Disabilities Act, as amended.

Inquiries regarding affirmative action, equal opportunity and accessibility concerns should be addressed to the Affirmative Action/Equal Opportunity Officer, the Section 504 Compliance Officer, and/or the Americans with Disabilities Act Coordinator, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830.

Alcohol Policy

It is the policy of the Board of Trustees of Northern Essex Community College that no persons shall give, sell, deliver, or have in their possession any alcoholic beverage in any building owned or operated by the College, or on any premises used for college activity and under the control of the Board of Trustees of Northern Essex Community College. Alcoholic beverages are not permitted at any College event off campus that is intended for students.

Assembly Policy

Northern Essex Community College wholeheartedly encourages informal student gatherings to provide a welcoming community climate on campus. To establish orderly and safe spaces for all students and to facilitate easy and natural movement of students, faculty, staff and visitors through the halls and into the campus buildings, the college needs to designate appropriate places and times for small informal student gatherings. Generally between the hours of 12-1 pm, Monday through Friday, the following places may be used without formal scheduling:

- Jitters Cafe in the Spurk Building,
- The Lunch Box in the B-Building,
- Recreation areas in the Sport & Fitness Center,
- A Quick Byte in the Technology Center,
- Lounge and Cafeteria in the Behrakis One Stop Student Center, and
- Exterior patio between the classroom buildings.

Personal music and conversation of one group should be contained at a level that doesn't disturb the neighboring group(s) or the business of the college.

Anytime that classes are in session the college requests that all members of its community and its visitors respect the need for sufficient quiet outside the classrooms and offices. Please restrict the size, noise and level of activity of informal group gatherings during any hours that classes are scheduled on campus to the above mentioned locations.

Bulletin Boards Posting Policy

Information is to be placed on designated bulletin boards only.

Bulletin boards are for use by college recognized organizations.

Advertising on campus, posting on bulletin boards and similar situations are subject to the approval by the coordinator of student activities and orientation and to the college solicitation policies.

All materials in display cases and on bulletin boards must be stamped and dated by the Student Activities and Orientation Department before appearing on bulletin boards. Unstamped advertisements will be removed.

Advertising may appear on assigned bulletin boards only. Windows, doors, walls and glass are not for advertising purposes. Advertising appearing in unassigned areas will be removed.

Posted advertisements can be no larger than 11" x 17"; exceptions may be allowed by the coordinator of student activities and orientation or her designated representative. Certain bulletin boards and display cases are assigned and identified for the exclusive use of academic departments for college business and are not subject to this approval process.

Non-profit organizations may post their events on designated bulletin boards. These organizations may be asked to produce a copy of their tax-exempt letter from the IRS to verify their non-profit status.

For additional information, contact the Student Activities and Orientation Department at 978-556-3731.

Campus Security Disclosure

On November 8, 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 under Public Law 101-542, Title II. This Act requires that institutions of higher education receiving federal funding collect information with respect to crime statistics and campus security policies and, beginning September, 1992, prepare, publish and distribute an annual security report.

Northern Essex Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive climate in which to conduct the business and mission of the college, provides this information to the college community through the vice president of administration's office on the Haverhill campus.

College Immunization Law for Massachusetts

The Commonwealth of Massachusetts Department of Public Health Laws require that all full-time college students (12 credits or more), all students attending college while on a visa, and all college students enrolled in Health Sciences (regardless of year of birth) must provide proof of immunizations for the following:

- At least one dose of mumps and rubella vaccines (s) given at or after 12 months of age
- Two doses of live measles vaccine given at least one month apart given at or after 12 months of age (live measles vaccine were distributed after 1968)
- A booster dose of Tetanus/Diphtheria (Td) given within the last ten years
- Three doses of Hepatitis B vaccine

In the case of measles, mumps, rubella, or Hepatitis B, the student may present laboratory proof of immunity. High school immunization documents are acceptable, as well as physicians or clinic records.

To facilitate compliance with the Massachusetts College Immunization Law, Student Records provides information about Board of Health Offices and other agencies that offer immunizations. For assistance with this requirement, please contact Student Records at 978-556-3715.

Computer and Network Usage Policy

GENERAL PRINCIPLES

Access to computer systems and networks owned or operated by Northern Essex Community College imposes certain responsibilities and obligations and is granted subject to college policies, and local, state and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy.

GUIDELINES

In making acceptable use of resources you must:

- Use the College's Web Site, Server, and all other related computer equipment and services only for academic, educational, or professional purposes which are directly related to official College business and in support of the college's mission.

- Be responsible for all activities conducted on your user ID. A user is prohibited from disclosing his/her user ID to anyone for use on the College's Computer Network.
- Access only files and data that are your own, that are publicly available, or to which you have authorized access.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, disk space, printer paper, manuals or other resources.

In making acceptable use of resources you must NOT:

- Use another person's user ID or password.
- Use another person's files or data without permission.
- Use computer programs to decode passwords or access control information.
- View, download, store, or transmit child pornographic materials or obscene materials. Materials are considered obscene if: (1) the average person, applying community standards, would find the material appeals to the prurient interest; (2) the material describes and depicts sexual conduct in a patently offensive manner; and (3) taken as a whole, the material lacks serious literary, artistic, political or scientific value.
- Circumvent, subvert, or attempt to circumvent or subvert system or network security measures.
- Purposely engage in any activity that might be harmful to system/network or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in addition to a prohibition of any type of political fundraising on State property, a public employee is further prohibited from soliciting or

receiving, directly or indirectly, any contribution for any political purpose.

- Make or use illegal copies of copyrighted software, store such copies on College systems, or transmit them over College networks.
- Download any on-line software without authorization from the dean of information services or his/her designee.
- Use the network for purposes which place a heavy load on scarce resources.
- Use Northern Essex Community College's computers or networks to libel, slander, or harass any other person. The following shall constitute Computer Harassment: (1) Using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family; (2) Using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection); (3) Using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; (4) Using the computer to invade the privacy, academic or otherwise, of another or threatened invasion of privacy of another.
- Waste computer resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
- Use the College's systems or networks for personal gain; for example, by selling access to your user ID or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
- Use the College's systems or networks to transmit any material in violation of United States or Massachusetts laws or regulations.
- Engage in recreational game playing.
- Engage in any other activity that does not comply with the General Principles presented above.

ENFORCEMENT

College officials will review alleged violations of acceptable use policies on a case-by-case basis. Violations of policy will result in appropriate actions such as: loss of

computer lab privileges, electronic mail privilege, loss of computer privilege, consideration of appropriate disciplinary measures and/or referral to appropriate authorities responsible for enforcing state and federal laws concerning computer use.

The College reserves the right to deny access to its computer and communications network to any user who breaches this or any other College Policy. Further, if it is determined that a user is engaging in unauthorized activity, the College reserves the right to disconnect that user from the Network. All alleged breaches of this Policy will be referred to and reviewed by the appropriate Student/Staff Disciplinary Committee.

Breaches of this Computer and Network usage Policy will be referred to appropriate administrators for consideration of discipline in accordance with applicable disciplinary policy and procedures.

The College considers any violation of acceptable use of principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly relating to unacceptable use. Violators are subject to disciplinary action as prescribed in student and employee policies, handbooks, or contracts. Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Privacy Act (20 U.S. C. Section 1223g), Massachusetts Wiretap Statute (G. L. c.272, Section 99), Massachusetts Privacy Statute (G. L. c.214 Section 1B), Copyright Infringement laws (17 U.S. C. Section 101 et sq.), the Communications Decency Act of 1996 (47 U.S.C. Section 223 (d) MN (ah)), and the Electronic Communications Privacy Act of 1986 (18 U.S. C. Sections 2510-21, 2701-10, 3121-27), The Family Educational Rights and Privacy Act (FERPA), Massachusetts Defamation laws, and State and Federal sexual harassment and discrimination laws. Access to the text of these laws is available through the Reference Department at the Library of Northern Essex Community College.

USE PRIORITY

While supporting the general principle of open and universal student access, eligibility for service will be determined by the dean of information services or designee using the following priorities, if insufficient resources are available:

- The highest priority is awarded to students where

computer use is a mandatory requirement of a course in which they are currently enrolled.

- At the next level, access will be granted where there is a demonstrated, but non-mandatory requirement for computer use as described in a course guide.
- The lowest or non-essential level of access will be based upon the general principle of universal access and support for academic pursuit while not directly stipulated within a prescribed course of study.

PRIVACY

Users of the College's Computer Network System should have no expectation of privacy over any communications, transmissions, or work performed thereon. Computers owned by the College are provided for college and educational use only. Note that the college retains ownership of all communications as business records and these records may be subject to discovery in litigation. Any information on a college computer may be subject to the state's public record law and may therefore be subject to disclosure upon request. By using computers on campus, employees and students are waiving their right to privacy and are consenting to College review and monitoring of communication and of their computer use. The College does not routinely monitor computer files or content unless it receives notice of possible misuse or violation of policy. But in the course of routine maintenance, the content of your computer files may become visible.

Unauthorized interception, reading, copying or modifying of private electronic data by a student or an employee will be in breach of this code of practice and subject to disciplinary or legal proceedings. The College will not guarantee this privacy as a result of routine maintenance, technical fault or criminal activity. See also comments under the Electronic Mail Policy; note that any electronic mail message may be forwarded by the recipient or printed or distributed. The privacy of email, therefore, cannot be guaranteed. Further:

Except in the course of investigation of an alleged violation of policy, routine system maintenance, technical problems, or criminal investigations, no college employee will be permitted to intercept, read, copy or modify private electronic data (either in transit across a network or stored within a computer system) without consent of the President or consent of the addressee or sender.

While the College will endeavor to maintain the privacy of personal communications, it will monitor traffic

load, and where necessary, take action to protect the integrity and operation of its networks. Further the College will:

Collect utilization statistics based upon network protocol and application use.

Progressively restrict non-essential users where network utilization results in performance degradation. Such restriction will be publicized to users through appropriate means.

SECURITY

The College does not permit the transfer of user ID and password. Such action is deemed unacceptable and will be the subject of disciplinary action. Further:

If it is necessary to allow an authorized third person to access a user's files or data, as in the case of illness or changing of position, this information will be transferred by the system administrator rather than via the transfer of user ID and password. Student user accounts and all data found in student user accounts may be removed at the end of each semester.

ELIGIBILITY FOR AND COST OF ACCOUNTS

The following persons are eligible to hold accounts on the College computer network:

- Employees (full or part-time)
- Currently enrolled NECC students
- Others as designated by the president

Northern Essex Community College owns all computer accounts and grants to the user the privilege of using the resources. File space will be limited for all users. Students may access computer resources, including the Internet and the World Wide Web, at no charge, from campus based machines. No dial-in access is provided to students at this time.

ELECTRONIC MAIL POLICY

Users of the College's Computer Network System for electronic mail purposes should have no expectation of privacy over any email communications or transmissions sent or received. Further, the College may access email communications or transmissions for routine system maintenance, technical problems or criminal investigations.

Acceptable Use:

Use of electronic mail is to be consistent with the Computer and Network Usage Policy of Northern Essex Community College. Use of NECC computers for electronic mail that is not consistent with our Computer and Network Usage Policy may result in termination of electronic mail

privileges. Electronic mail should be used as a source of information and efficient communication by students, faculty and staff in the educational community.

Suggested Guidelines:

Sending Messages:

Create single subject messages whenever possible. Exercise caution. The confidentiality of your message cannot be guaranteed. Messages can be misdirected and/or be forwarded by recipients to other electronic mail addresses. Because messages can be saved on storage media or be forwarded to recipients at other electronic mail addresses, assume that any message you send is permanent. Separate opinion from non-opinion and clearly label each. If emotion is included in a message, clearly label it. Identify yourself clearly. Be selective in sending messages to list servers, interest groups, bulletin boards, etc. Do not insult or criticize third parties without giving them a chance to respond.

Receiving Messages:

If you receive a message intended for another person, notify sender. Avoid responding while emotional.

INTERNET AND WORLD WIDE WEB ACCESS

Use of the Internet or World Wide Web must be consistent with the Computer and Network Usage Policy of Northern Essex Community College. Users of the Internet or World Wide Web are solely responsible for all materials viewed, stored, transmitted, or downloaded. Further, the college does not control, monitor, review, or restrict information accessed over the Internet or World Wide Web. Complaints of inappropriate use of the Internet or World Wide Web will be investigated and, if confirmed, may result in disciplinary action, up to and including dismissal.

COPYRIGHT INFRINGEMENT

Pursuant to the digital Millennium copyright Act (Public Law: 105-304), 17 U.S.C. §1203(i) (1) (A), which was enacted into law on October 28, 1998, any user of the College's computer system network who engages in copyright infringement shall have his/her access privileges terminated.

Consensual Relationships Policy

Under this policy of the Community Colleges, consenting romantic and sexual relationships between faculty and student, librarian and student, administrator and student, classified staff member and student, or supervisor and

employee are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged.

Criminal Offender Record Information & Sex Offender Registry Information Checks

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Criminal Records Central Repository (CHRI) check and/or a Sex Offender Registry Information (SORI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI, CHRI or SORI reports. Depending on the contents of a student's CORI, CHRI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 178(J) & 178(K). CHRI checks may be performed pursuant to New Hampshire law. For more information, contact the Registrar at 978-738-7701.

Firearms on Campus

It is the policy of Northern Essex Community College that no one is permitted to carry a firearm on the grounds or in a college building. The pertinent legislation, Chapter 269, section 10 of the Massachusetts General Laws states in part "(j) Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more

than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars."

Employees must report any suspected violation of this Policy/Law to the respective campus (Haverhill or Lawrence) Security Office, Superintendent of Buildings and Grounds or the College Vice President of Administration and Finance.

A law enforcement officer present as a student and wishing to carry a firearm shall obtain such written authorization. This form is available in the Office of the Vice President of Administration and Finance.

Hazing Policy

Massachusetts General Laws state that, "... Whoever is a principal organizer or participant in the crime of hazing (initiation into a student organization) shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both. Whoever knows that another person is the victim of hazing and is at the scene of such crime shall report it as soon as reasonably practicable to an appropriate law enforcement official if it can be done without peril to one's self or others. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars."

Northern Essex policy states that: "Any academic or administrative official of the college, any member of the faculty, or any student of the college may file charges against any student for misconduct. The charges shall be filed in writing to the executive vice president. In extraordinary circumstances as determined by the executive vice president, she/he may suspend the student charged pending further consideration of the case."

Privacy Act Information

The Family Educational Rights and Privacy Act of 1974, as amended, insures confidentiality of educational records and prescribes the conditions under which information

about students can be released to the student, parents or guardians, and authorized third parties. In addition, the Act defines the general record keeping requirements that the institution must maintain to insure accuracy and access of student educational data. The general Provisions of the Act are basic to the following guidelines:

- Students have the right to inspect their academic record (transcript) and student file, and request corrections to data that they believe to be in error or challenge the contents of their student record. The student academic record and file includes all information as of the date of the application.
- Students have the right to obtain copies of their academic records, must do so in writing, and may be charged for copies.
- The institution may refuse to provide transcripts for such reasons as nonpayment of financial obligation of debt owed the college, but students still retain the right to inspect their records.
- Directory information is defined as the student's name, address and telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational institution attended by the student.
- The institution may disclose academic and directory Information to college administrators and faculty whom the college has determined to have legitimate educational interests.
- A student has the right to restrict release of directory information in whole to certain parties, and must submit a request in writing to the Registrar.

Sexual Harassment Policy

Sexual harassment of a student, an employee or any other person in the college is unacceptable, impermissible, and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power and contains elements of coercion as when compliance with requests for sexual favors become a criterion for granting

work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance by creating an intimidating, hostile, or demeaning employment or educational environment.

Such behavior is expressly forbidden by federal and state regulations and recent action by the federal government has established that such behaviors are actionable under provisions of Title VII of the 1964 Civil Rights Act and the provisions of Title IX of the 1972 Educational Amendments.

Smoke-Free Environment Policy

Northern Essex Community College recognizes the medical evidence that indicates that smoking is a serious health hazard, and that this hazard includes those exposed to secondhand smoke. Where a primary responsibility of the College is to provide a safe and healthful working and learning environment, this responsibility has led to the following proposed policy:

Smoking is prohibited within the confines of all college grounds, buildings and property including college vehicles. (Smoking will only be allowed in private vehicles lawfully parked on campus lots that the smoker is authorized to be in.)

Effective implementation of the policy depends on the courtesy, respect and cooperation of all members of the campus community. Complaints concerning employees of the College should be brought to the attention of the employee's immediate supervisor, or in the alternative to the Dean of Human Resources or the Director of Human Resources. Complaints concerning students should be brought to the attention of a campus security officer, who may refer the matter to the College's Student Disciplinary Officer, and any official actions taken will be in accordance with the Student Code of Conduct. It is anticipated that

violators would first be admonished and provided with educational literature. Disciplinary measures would be expected to be reserved for repeat infractions or infractions that interfere with the College's academic or workplace needs or responsibilities. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus.

PROCEDURES FOR HANDLING STUDENT CODE OF CONDUCT VIOLATIONS OF THE NECC SMOKE-FREE ENVIRONMENT POLICY

1. Any student found to be smoking on campus (other than in a personal vehicle) will be courteously reminded by Campus Security of the College policy and will be asked to extinguish their cigarette and refrain from smoking on campus in the future. They will be given a policy brochure that explains the disciplinary consequences of further violations. Informal reminders, campus signs, and broadcast emails will continue throughout the month of September 2009 to create increased awareness of last year's passage of the NECC Smoke-Free Environment Policy.

2. Starting in October 2009, if a student is found to be smoking on campus an incident report will be filed by Security. The report will indicate the time and date of the offense and the full name and student ID number of the individual violating the policy.

3. A copy of the incident report will be forwarded to the College Discipline Officer.

4. Upon receiving an incident report from Security the process below will be followed:

First Violation: Written Warning

Upon receiving an incident report from Security the student will be sent a written warning indicating that further violations of the NECC Smoke-Free Environment Policy will result in more severe sanctions. The exact nature of those sanctions will be stipulated. A discipline file will be established for the student and a copy of the letter of warning placed in his/her file.

Second Violation: Automatic Fine of \$25.00

Upon receiving a second incident report from Security indicating the student violated the policy a second time he/she will be automatically fined \$25.00. The fee will be posted to the student's account. The student will be placed on registration "hold" and may not register for classes or graduate until the fee is paid. At this point the student will be given an option in writing to see the College Discipline

Officer and sign a statement pledging to abide by the NECC Smoke-Free Environment Policy to avoid further disciplinary consequences. Once the pledge is signed the \$25.00 fee will be waived.

Third Violation: Automatic Fine of \$100.00

Upon receiving a third incident report from Security indicating the student violated the policy a third time he/she will be fined \$100.00. The fee will be posted to the student's account and the student will be notified again in writing. The student will be placed on registration "hold" and may not register for classes or graduate until the fee is paid.

Fourth Violation: Automatic Suspension

Upon receiving a fourth incident report from Security that a student violated the policy a fourth time, he/she will be automatically suspended and notified in writing.

Solicitation Policy

No individual or company may solicit or sell on campus for personal gain. Use of campus property to solicit donations, make sales or recruit is restricted to the college, college recognized organizations, departments, and college sponsored programs and activities. Prior approval must be obtained from the president or the vice president/dean under whose jurisdiction the organization or the department operates or his or her designated representative. For example, a faculty member working through a department would seek approval through the vice president of academic affairs or designee and a student working through a student club would seek approval from the vice president of enrollment management and student services or designee. When such approval is granted, funds must be handled through the appropriate procedures as established by the comptroller of the College. This rule is intended to promote an educational rather than exploitation of students, and to promote campus tranquility. Credit card companies are specifically prohibited from soliciting or selling on campus.

Statement Regarding Accreditation

Northern Essex Community College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the

assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through the accreditation process.

Accreditation by the New England Association is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association: Commission on Higher Education, New England Association of Schools and Colleges, The Sanborn House, 15 High Street, Winchester, MA 01890; telephone: 617-729-6762.

Student Code of Conduct and Student Grievance Procedure

The Student Code of Conduct and the Student Grievance Procedure are published in a separate publication, the *Student Code of Conduct and NECC Policies & Procedures*, and are available in their entirety on the website at www.necc.mass.edu/collegepolicies. A copy can also be obtained at the Student Activities and Orientation Office.

Student Email Policy

The purpose of Northern Essex Community College student e-mail system is to provide e-mail services to students enrolled in credit courses at NECC. This type of service allows the student to conduct collaborative work efforts and share information with students, faculty, and other individuals regardless of time and/or geographic boundaries. Every e-mail message sent from an NECC College account carries the NECC name (student.necc.mass.edu), and all communications should reflect that.

Your NECC Email address is your My NECC ID (example: 012345678@student.necc.mass.edu)

This service is provided to the students of Northern Essex Community College. Accounts are for individual use only, and are not transferable or to be used by any other individual.

ISSUANCE OF ACCOUNTS

An email account will be generated for students enrolled in a credit course.

The default password of all student email accounts is the student's date of birth in a MMDDYYYY format. Students are required to change their password.

EXPIRATION OF ACCOUNTS

Accounts with over 120 days of inactivity, non-returning or unregistered students will be purged. A non-returning or unregistered student is defined as a student who has been unenrolled for 2 consecutive semesters not including the summer semester.

Expired accounts will be deleted at the beginning of the 3rd week of the current spring or fall semester. An email notification of the impending deletion of expired accounts will be sent to all students at the start of the spring and fall semesters.

NAME CHANGES

All name changes must be handled through the Registrar; however, this will only affect the friendly name (example: jane_doe2@student.necc.mass.edu). Once this change has occurred it is the responsibility the user requesting the change to notify their email contacts of the friendly email address change.

PASSWORD ADMINISTRATION

The student is responsible for the email account security and must change this password immediately. Should the need arise to regenerate accounts, or the student forgets their password, the default password will be used to reset the password on the account. Passwords must be changed every term.

USE OF PERSONAL MAILING LISTS

Students may create and maintain their own private and personal mailing lists. The individual creating and maintaining the list is to ensure that members of the list agree to participate in the list. Upon request, the list maintainer must remove any individual from the list. Any correspondence to these personal lists should adhere to the acceptable use policy.

PROHIBITED USES

The NECC Mail systems are not to be used for the following:

- Personal gain (Financial or otherwise to make a profit)

- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- Solicitations for contributions for non-College sponsored entities
- “Get rich quick” or “pyramid schemes”
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the NECC Campus or that of any other agency
- Attempts to perform mass mailings to the entire college (or a large subset of the college), or other agency of a non-official nature
- Any unlawful activity

No one shall deliberately alter or attempt to conceal their true return email address, or the origination location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual’s e-mail without that user’s consent. Only authorized individuals of the NECC staff may at any time view a student’s email if that student is suspected of a violation of this email policy or the college computing policy. Routine checks of server logs or high account activity that may raise suspicion can be considered grounds to review a student’s email.

E-mail services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving e-mail of this nature, report any and all occurrences to the Helpdesk (978) 556-3111 or helpdesk@necc.mass.edu. Users will need to keep both printed and electronic copies of the harassing e-mail.

Failure to comply with the above restrictions will result in account suspension and may result in disciplinary action.

LIABILITY FOR MISUSE AND VIRUSES

The NECC email system incorporates a virus scanning system and spam filter to help protect students from email propagated viruses and excessive junk-mail. NECC takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts. NECC does not; however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a students email account resulting from an email virus or activity of a student account.

ACCOUNT LIMITATIONS

Each student account created by NECC is subject to the following account limitations.

- Each account has a mailbox limit of fifty (50) Mega-bytes of data.
- No forwarding of accounts

It is the students’ sole responsibility to be aware of these limits and control the amount of data in their respective mailboxes according to the above storage limitations. Lost emails, assignments, or attachments resulting from a full account mailbox are not the responsibility of the NECC Network Services Department.

DISASTER RECOVERY/MAINTENANCE

NECC will at regular times backup the student email server. In the event of a server failure or other cause of the system to become corrupted, fail, or otherwise lose data related to a students account, the system will be restored to the last good backup condition of the server. Email lost due to student error will not be restored. Students are therefore encouraged to either have a hard copy or other medium to store important email messages or information from their mailboxes. NECC may also at periodic times perform maintenance on the server and take it offline. All possible means of prior notification will be made if possible prior to the maintenance of the server.

Subject to Change Notice

NECC publications and the NECC website are provided as convenient sources of information for students. All information contained within the publications and the website, including polices, procedures, and disclaimers are subject to change without notice. Ask the appropriate office for the latest version of their information.

Substance Abuse Policy

The college complies with all state and federal laws governing the possession, use and sale of alcohol, drugs and other illegal substances on campus and at all college sponsored activities. In compliance with the Drug Free Schools and Communities Act of 1989, the college annually distributes information and policy statements to each student and employee concerning standards of conduct, legal sanctions, health risks and programs related to its commitment to a drug free study and work environment. Copies of this information and policy statement are available in the following offices: Human Resources and Student Life.

Summary of Campus Incidents

Crimes are reported in the following 7 major categories, with several sub-categories: 1.) Criminal Homicide broken down by a.) Murder and Non negligent Manslaughter and b.) Negligent manslaughter; 2.) Sex Offenses broken down by a.) Forcible Sex Offenses (includes rape) and b.) Non forcible Sex Offenses; 3.) Robbery; 4.) Aggravated Assault; 5.) Burglary; 6.) Motor Vehicle Theft; and 7.) Arson.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral; 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession. If both an arrest and referral are made only the arrest is counted.

The statistics are also broken down geographically into “on campus,” “residential facilities for students on campus,” non campus buildings, or “on public property” such as streets and sidewalks. Schools can use a map to denote these areas. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a “hate crime.”

The following is a list of the number of campus incidents that took place for the Haverhill and Lawrence Campuses between 1/1/07 and 12/31/07.

The administration works very hard to create a safe environment for everyone at NECC. We remain committed to reducing the number of on campus incidents, and are constantly taking steps to improve security measures whenever possible.

Incident:	A Totals	B Totals	C Totals
Manslaughter	0	0	0
Murder	0	0	0
Arson	0	0	0
Rape	0	0	0
Larceny	2	0	0
Petty Larceny	3	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Motor Vehicle Thefts	0	0	0
Liquor-law violations/arrests	0	0	0
Drug-abuse violations/arrests	0	0	0
Weapons possessions/arrests	0	0	0
Unlawful entry of a motor vehicle	2	0	0
Medical calls	15	1	0

A = On Campus

B = Non-Campus Property - Leased Institutional Space

C = Public Property - Adjacent Sidewalks, Streets, or Thoroughfares

SUPPORT OF DIVERSITY AND PLURALISM

Students, faculty, staff and visitors must be free from conduct which has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning educational or employment environment. The College has a policy of unequivocal condemnation of intolerance, whether it be based on ethnicity, religion, cultural heritage, race, disability, sex or sexual orientation.

WIRELESS NETWORK POLICIES AND PROCEDURES

A. RATIONALE AND PURPOSE OF POLICY:

This document provides guidelines for the deployment and usage of wireless technology on Northern Essex Community College Campuses for all users who require Wireless access. This includes faculty, staff, students, wireless classrooms and guests of the college. The purpose of this policy is to inform users what is and is not considered acceptable use of this technology.

This policy has been put in place to protect all wireless users and to prevent inappropriate use of wireless network access that may expose Northern Essex Community College to multiple risks including viruses, network attacks and various administrative and legal issues. This policy has been created to expand on the Department of Information Technology's Computer and Network Usage Policy by including specific information regarding the use of wireless networking and Internet access on campus. The wireless network's acceptable use falls under the Computer and Network Usage Policy acceptable use guidelines and rules.

This policy is subject to change as new technologies and methods of implementing these technologies emerge.

B. SCOPE:

This wireless network policy provides guidelines regarding all wireless communication issues.

A Wireless Network Policy is required to:

- Support the academic mission of the College
- Limit interface with the college's network infrastructure
- Promote greater security in campus networking
- Protect all wireless resources owned or managed by NECC
- Protect all users and uses of NECC wireless resources

This Wireless Network policy applies to all workstations, notebooks, tablets, wireless local area networks, systems, servers and software applications used on campus. It also applies to any wireless user at Northern Essex Community College. The purpose of this policy is to ensure the security, reliability and utilization of the wireless network. Wireless access is available at Northern Essex Community College and all users will have the ability to access the Internet and other web resources using their own laptops. Staff doing College work will be required to use a Northern Essex Community College owned laptop for security purposes.

C. POLICY:

General Policy:

It is the intention of the Department of Information Technology at Northern Essex Community College to provide a high level of reliability and privacy when using the wireless network. Wireless Access Points are distributed around Northern Essex Community College to provide and maintain connectivity when "roaming" about the campus. Wireless Access Points provide shared bandwidth and so as the number of users increase the available bandwidth per user decreases. As such, please show consideration for other users and refrain from running high bandwidth applications and operations such as downloading large music files and video from the Internet. Network reliability is determined by the level of user traffic and accessibility. In order to provide an acceptable level of reliability, bandwidth will be regulated according to user role and location. Wireless networking is to be considered supplemental access to the NECC network. Wired access is still the preferred medium for connectivity.

Usage Policy:

Terms, conditions and rules for using the NECC Wireless Network for students, faculty, guests, wireless classrooms and staff with personal laptops:

- All wireless users who have their own laptops will have access to the Internet, email, online courses, Library resources, and Banner Self Service. Wireless classroom access will be determined by the class requirements.
- Access to files on the network will not be available. This includes work related files located in user directories (Word, Excel, etc.). These files are usually located on your N: or S: drive of your NECC desktop computer.
- Access to Printers will not be available.
- Handheld and Palm Pilots are not supported.

- Usage will be in accordance with the student and faculty email and network usage policies.
- Students and faculty using personal equipment must ensure that equipment meets the required criteria (refer to Section D: Procedures and Guidelines).
- All wireless users will need a user ID and will be required to sign a Wireless Usage Policy. Student ID's will be purged at the end of each semester. Faculty will use their existing network account ID. Guest ID's will be created as requested and will remain available for the time required. Anyone needing a wireless ID or having problems connecting to the wireless network should contact the Helpdesk for support during the hours of Monday-Friday 8AM-6PM.
- The college cannot be held legally responsible for connection failures, Internet service disruption, hardware failures, non-compliant software or denials of service.
- Above and beyond the normal network usage policy, wireless usage will be monitored to gauge bandwidth, system traffic and data transmission levels.
- All wireless users connecting to the NECC wireless network are warned against using file-sharing or "peer-to-peer" software such as eMule, KaZaA, Limewire etc. for the illegal downloading of copyrighted material. Some of this software has licensing terms that purport to grant external agencies certain rights to use the individuals computing storage areas. Many users do not realize that these programs may run 'hidden' in the background and use an individual's Internet access and bandwidth. This could have serious effects on the performance of both the College network and the PC. Use of such software is monitored on the campus network and further action will be taken where the campus network or college owned PCs are being used for illegal transfer of copyright material.
- Above and beyond the normal network usage policy, wireless usage will be monitored to gauge bandwidth, system traffic and data transmission levels.
- All staff users of the NECC wireless network are prohibited from using file-sharing or "peer-to-peer" software such as eMule, KaZaA, Limewire etc. for the illegal downloading of copyrighted material. Some of this software has licensing terms that purport to grant external agencies certain rights to use the individuals computing storage areas. Many users do not realize that these programs may run 'hidden' in the background and use an individual's Internet access and bandwidth. This could have serious effects on the performance of both the College network and the PC. Use of such software is monitored on the campus network and further action will be taken where the campus network or college owned PCs are being used for illegal transfer of copyright material.

Terms, conditions and rules for using the NECC Wireless Network for staff

- Each staff user will need a user ID and will be required to sign a Wireless Usage Policy. Staff may use their personal laptops but will be required to have it inspected by IT Services to insure compliance. Those staff will only have access to the public side of the wireless network. Staff will use their existing network account ID.
- The college cannot be held legally responsible for connection failures, Internet service disruption, hardware failures, non-compliant software or denials of service.

D. PROCEDURES AND GUIDELINES:

In order to have access to the wireless network all wireless users must visit the following locations to complete the appropriate paper work:

IT Services located on the Haverhill Campus (B216)

IT Services located on the Franklin Street Lawrence Campus (L242)

All wireless devices must meet the following criteria:

- A minimum of Windows XP Service Pack 2
- The latest Microsoft security updates
- Up to date anti-virus software
- A compatible 802.11 a/b/g wireless adapter
- An 802.1x compliant adapter
- Wireless adaptors or drivers from the above requirements listed may not work with the NECC Wireless infrastructure. Please refer to section D when purchasing a wireless laptop to ensure its components will meet NECC minimum requirements.

E. REFERENCES, INFORMATION AND HELPFUL LINKS:

Virus Prevention:

ANTIVIRUS SOFTWARE IS REQUIRED ON ALL LAPTOPS
CONNECTED TO THE NECC WIRELESS NETWORK

Computer viruses have impacted a significant number of computers worldwide over the past few years. There are over 10,000 known computer viruses. Over 200 new viruses are being discovered every month. A computer virus is a (hidden) program, which invades your computer; much like a biological virus invades a living cell. A computer virus contains code that has the potential to cause damage and/or perform unwanted/unauthorized functions.

Here is a link for free anti-virus protection

<http://www.grisoft.com/doc/289>

Spyware Prevention:

ANTISPYWARE SOFTWARE IS REQUIRED ON ALL LAPTOPS
CONNECTED TO THE NECC WIRELESS NETWORK

Spyware is software that covertly gathers user information through the user's Internet connection without his or her knowledge, usually for advertising purposes. Spyware applications are typically bundles as a hidden component of freeware or shareware programs that can be downloaded from the internet; however, it should be noted that the majority of shareware and freeware applications do not come with spyware. Once installed, the spyware monitors user activity on the Internet and transmits that information in the background to someone else. Spyware can also gather information about e-mail addresses and even passwords and credit card numbers.

Aside from the questions of ethics and privacy, spyware steals from the user by using the computer's memory resources and also by eating bandwidth as it sends information back to the spyware's home base via the user's Internet connection. Because spyware is using memory and system resources, the applications running in the background can lead to system crashes or general system instability.

Here are links for free spyware protection

<http://www.microsoft.com/downloads/details.aspx?FamilyID=435bfce7-da2b-4a6a-afa4-f7f14e605a0d&displaylang=en>

or

<http://free.grisoft.com/doc/5390/lng/us/tpl/v5#avg-anti-spyware-free>

For a copy of the Necc Wireless Network User Agreement, visit www.necc.mass.edu/collegepolicies