**THE UNIVERSITY OF ALABAMA
CAPSTONE COLLEGE OF NURSING**

**Appropriate Use of Computers at the Capstone College of Nursing**

1. **Purpose**

Computers are available in the Capstone College of Nursing to facilitate and enhance the teaching/learning process and to assist with the communication needs of the faculty, staff, and students.

1. **Policy**

The Capstone College of Nursing maintains computers in both the Learning Resources Center and in faculty/staff offices. All persons using these computers must exhibit appropriate behaviors to ensure optimal teaching/learning environments. Individuals found in violation of these behaviors may face charges of non-academic misconduct. Punishment for such acts may include suspension and/or loss of computer privileges, possible expulsion from the University. The computer facilities available in the Capstone College of Nursing are for use in University of Alabama classes and activities.

1. **Assumptions**
2. All faculty and staff automatically are given user accounts on the Capstone College of Nursing network. CCN students may receive a user account upon request to the Manager of Area Computing Services.
3. The Capstone College of Nursing’s technology capabilities is for all University students.
4. Individual computer passwords must remain private. No one should ever login with the password of another student, faculty, or staff.
5. Users wishing to install software on CCN computers must receive prior permission from the Manager of Area Computing Services.
6. System personnel may monitor computer activities. Use of CCN computer facilities expressly gives consent to such monitoring.
7. **Procedures**
8. Inappropriate use of computer facilities may be reported to the Director of Technology and Distance Education, Manager of Area Computing Services, Assistant Dean, Undergraduate Program, Senior Associate Dean, Dean or CCN faculty.
9. The inappropriate behavior will be reviewed and discussed with the individual. This review may include the College’s Director of Technology and Distance Education, Manager of Area Computing Services, Assistant Dean, Undergraduate Program, Senior Associate Dean, Dean or CCN faculty.