

# Student Codes of Conduct

## TEXT BOOKS

1. Sponsored students must pay \$100 per class to rent the texts.
2. Non-sponsored students must pay \$40.
3. Students will be given the texts only after they have paid for them.
4. All textbooks and library books must be returned before registration for the following semester will be considered.
5. To claim a refund, students will be required to present their receipt.
6. Refunds for the Fall semester books will be applied to your winter courses.
7. Eighty per cent (80%) of your money is refunded at the end of the academic year once all books are returned.

## COMPUTER POLICIES

1. All computing resources and facilities of Old Sun Community College shall be used, as authorized by Faculty Staff, solely for legitimate academic instructional or administrative purposes.
2. Individuals who use the College computer facilities for any purpose will assume the responsibility that these resources will be used in a legitimate manner.
3. Viewing and/or using another person's computer files, programs, or data without authorized permission is unethical behavior and an invasion of privacy.
4. Files, usernames, and computer output belong to the individual and are considered personal property. Users shall not examine or use someone else's file or output without explicit permission from the owner. Users shall not use someone else's username. Attempts to circumvent the protective mechanisms in the computer system shall be considered violations of the right to privacy.
5. Users shall not deliberately attempt to degrade systems performance or capability. Loopholes in the computer systems or knowledge of special passwords shall not be used to damage the system, take resources from another user or violate privacy.
6. Students will book scheduled times for use of computers, whether its to use the programs or internet. Students who do not have proper authorization are scheduled to be in class will be asked to refrain from using computer. A student who is repeatedly asked will lose all computer privileges.
7. Any unauthorized or illegitimate use of computer resources, facilities or software shall constitute a violation of College policy and shall subject the violator to disciplinary and/or legal action by the College.

## CHEATING WILL NOT BE TOLERATED AND MAY BE GROUNDS FOR DISCIPLINARY ACTION:

**Examinations:** Willfully copying or attempting to consult a notebook, textbook, or any other source of information not specifically authorized by the teacher; willfully aiding or receiving aid from another student during an examination or attempting to give or receive such aid; obtaining or attempting to obtain copies of the examination prior to the time of the examination is given; or any other act which violates or attempts to violate the stated conditions of an examination is cheating.

### **Class Assignments:**

Students are expected to complete the assignments on their own. Willfully copying all or part of another student's assignment or attempting to violate or violating any stated conditions of the assignment is cheating.