

<b>STUDENT CONDUCT</b>	<b>6200</b>
------------------------	-------------

The Board of Trustees shall establish rules and regulations for student conduct while on campus and/or engaged in any college-sponsored activity.

The Vice President of Student Services shall be responsible for enforcing rules and regulations for all activities of students at times and places when students are under college jurisdiction, except that individual teachers are given the power to suspend students for good cause for the remainder of the subject school day, plus up to one additional class meeting. The Vice President of Student Services or designee is responsible for administering the disciplinary functions.

**Scope of Application**

These rules apply to all actions of students of the college on District property and at all activities sponsored by the college or registered student organizations, whether occurring on or off the campuses or other instructional sites.

**Standard of Conduct**

Students attending Cuesta College assume an obligation to conduct themselves in a manner compatible with the Student Code of Conduct and Academic Honesty Regulations, and the Student Computer Technology Access Agreement.

<b>STANDARD OF CONDUCT</b>	<b>R6200</b>
----------------------------	--------------

Students enrolled in Cuesta College assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution.

**Student Code of Conduct**

The following examples of conduct are considered unacceptable and shall constitute just cause for discipline including but not limited to removal, suspension or expulsion of a student.

1. Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college;
2. Forgery, alteration, or misuse of college documents, records, or identification;
3. Disrupting, obstructing, or interfering with instructional, administrative, disciplinary, or other functions or activities of the college;
4. Physical abuse, threat, or assault of any person on District-owned or controlled property or at college-sponsored or supervised functions; or conduct which threatens or endangers the health or safety of any such person;
5. Stealing, damaging, or attempting to steal, or to damage District property or private property on District facilities or knowingly receiving stolen District property or private property on campus.
6. Unauthorized entry into or occupancy of any buildings or other facilities owned, rented, leased by, or otherwise under the control of the college;

7. Unauthorized possession or use of any personal property or equipment of the college;
8. Violation of college policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression;
9. Disorderly conduct or lewd, indecent, or obscene conduct or expression;
10. Failure to comply with directions of college officials acting in the performance of their duties;
11. Possession, the attempt to purchase, or use of illegal drugs, use of any alcoholic beverages, or other controlled substances.
12. Any act which is defined as a felony, misdemeanor or infraction under the laws of the State of California or which violates any duly-adopted rule or regulation of the college.

### **Academic Honesty**

Academic Honesty is essential to the academic community. Students expect that the Cuesta faculty is fair, truthful and trustworthy. The faculty expects that Cuesta students will share these same values. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary procedures. Below are some examples of academically dishonest behavior. If you are unclear about a specific situation, ask your instructor.

#### **Examples of Academic Dishonesty:**

- Copying from another student's exam
- Giving answers during a test to another student
- Using notes or electronic devices during an exam when prohibited
- Taking a test for someone else
- Submitting another student's work as your own, e.g. copying a computer file that contains another student's own work
- Knowingly allowing another student to copy/use your computer file(s) as his or her own work
- Completing an assignment for another student
- Plagiarizing or "kidnapping" other people's thoughts, words, speeches or artistic works by not acknowledging them through proper documentation

At the discretion of the instructor, students caught being academically dishonest may receive a failing grade on the assignments in question, be dropped from the class, or be failed in the course. Beyond this, the student may be subject to disciplinary action as determined by the Vice President of Student Services or designee. An appeals process is available to the student through the office of the Vice President of Student Services. It is recommended that the faculty member report any acts of academic dishonesty to the Vice President of Student Services or designee.

### **Student Computer Technology Access Agreement**

This is to communicate what other users, instructors, and the District expects of students when using college computer technology and facilities. Failure to conform to these stipulations can result in disciplinary action. Violations of regulations in the use of computer technology will be addressed in accordance with the college Academic Honesty and Student Code of Conduct Policies, available for reference in the college catalog or by requesting copies from Student Services. (The Academic Honesty Policy is also included in the class schedule.)

Computer technology and facilities are provided for the purpose of completing academic requirements.

A. Students may use the technology and facilities to:

1. Complete course assignments;
2. Conduct academic research;
3. Communicate with faculty and students.

B. User Responsibilities

User responsibilities include, but are not limited to:

1. Using only their own designated ID, passwords/PIN, and accounts, and keeping IDs, passwords/PIN, and account information confidential. It is recommended that users change their passwords/PIN periodically;
2. Using software and electronic materials, including shareware, in accordance with copyright, trademark, and licensing agreements and restrictions;
3. Accurately identifying and representing themselves in electronic messages, files, and transactions;
4. Saving all work on a floppy disk, zip disk or other removable storage media and not on the hard drive unless instructed to do so by your instructor;
5. Allowing lab technicians to scan disks before they are inserted into the disk drive as a precaution to insure the safety of the computers;
6. Asking appropriate Cuesta College personnel for assistance if unfamiliar with the operating system.

C. Prohibitions

Prohibitions include, but are not limited to:

1. Damaging equipment, data, software, software protection, encryption or restriction on applications and files; including, introducing invasive or destructive programs (such as viruses, worms, and Trojan horses);
2. Disrupting or unauthorized use of accounts, access codes, passwords, or identification numbers;
3. Impeding or disrupting the use of computer technology and communications resources by game playing, sending an excessive or unreasonable number of messages, sending messages of unreasonable size (with large attachments); making or printing excessive copies of documents, files, data, or programs;
4. Violating copyrights, trademarks, and/or license agreements;
5. Accessing, using or copying another user's account, ID number, password, electronic files, data, or e-mail without prior authorization; or allowing such use by others;
6. Using District computer technology and communications resources in any unlawful manner

including fraudulent, threatening, libelous, obscene, or harassing communications; procuring, or distributing obscene or pornographic material;

7. Circumventing or attempting to circumvent local, network, or remote security measures;
8. Altering or attempting to alter system software;
9. Altering or attempting to alter system hardware without Computer Services approval;
10. Modifying or attempting to crash or hack into computer technology or communications resources;
11. Accessing or attempting to access restricted portions of any operating system or security software unless authorized to do so;
12. Installing or removing software unless authorized to do so;
13. Using computer technology and/or communications resources for private commercial or other personal purposes;
14. Copying software that has not been placed in the public domain and distributed as freeware; inspecting, changing, altering, copying, or distributing proprietary data programs, files, disks, or software without authorization;
15. Falsely identifying and/or representing one's self in the use of computer technology and communications resources.

The District may access, review, copy and disclose information entered or retained in computer technology and communications resources.

(Approved: 6/9/76)  
(Revised: 10/6/93; 6/5/02)