

## **CIS Department Policies**

As a Catholic, Benedictine liberal arts college we look to the moral teachings of the Catholic church, to our Benedictine tradition, and to professional codes of ethics in formulating our policies. Scripture tells us to "do unto others as you would have them do unto you." We recall the Decalogue (the ten commandments) of the Old Testament and Jesus's command in the New Testament that we are to "love one another as I have loved you." St. Benedict teaches in his rule that monks are to receive guests as Christ himself. In a way we are all guests of each other in this world of the Internet. St. Benedict's emphasis on hospitality to others can be a guide for us in this modern world of computers. Several professional societies also assist with their codes of ethics. In particular, students are advised to read the code of ethics and similar materials promoted by the (<http://www.acm.org/public-policy>) Association for Computing Machinery.

The Computing & Information Science Department provides various computer facilities, including a lab of PCs and servers, for the purpose of supporting its classes. These facilities are not to be used in a way contrary to this primary purpose. The department policies give many specifics on what is and is not acceptable, though the list is not intended to be exhaustive. There are also other areas where sensible policies are needed for the proper functioning of the department. These policies, too, are given below. These policies may be revised from time to time. It is the responsibility of all CIS students to keep abreast of current policies, both departmental and college-wide, and to follow them. This includes following the policies of the Information Services department about proper network use as well as the policies in the Student Handbook concerning use of computer facilities. It is expected that students will comply with all relevant local, state, and federal laws. In general, attempts to carry out activities that are violations of the policies on this page are also considered to be violations. (Just as it is wrong for someone to attempt to harm another physically, even if the attempt fails, it is also wrong to attempt to cause harm to computer systems or to the users of those systems, even if the attempt fails.)

### **Policies in this document include:**

- **Classroom Behavior**
- **Academic Honesty**
- **Student Web Pages**
- **Software**
- **Privacy**
- **Internships for Credit**

### **Classroom Behavior**

- In keeping with the ideal of treating one another as guests, all should behave in a courteous and professional manner in class.
- When the instructor is teaching a class in the CIS lab, no one in the class should be using the computers for activities that are not class-related. For example, no one should be doing web

browsing or Internet chat while the instructor is lecturing, while a demo is being shown, while other students are asking questions or presenting a report, etc.

- No exams (other than the final exam) can be given after the last day of classes. No makeup exams can be given more than 3 weeks after the date of the original exam. Exceptions are only given for serious reasons and require the approval of both the instructor and the department chairperson. (This policy does not apply to incomplete or in progress grades. In these cases work is expected to be completed after the semester is over.)

### **Academic Honesty**

- On individual student assignments it is expected that only this one individual contributed to the results, unless permission to do otherwise is given by the instructor. (A small amount of assistance from the departmental tutors, for example, is normally fine.)
- Similarly, on group assignments it is expected that only those in the group contributed to the results, unless permission to do otherwise is given by the instructor.

### **Student Webpages**

- Student web pages on our servers are currently only allowed for CIS majors and students in CS classes.
- These web pages are intended to teach students how to create web pages, interactive scripts, etc., and not primarily to allow students to express personal views. Some self-expression is to be expected, but this is not the place for inaccurate, extreme, illegal, or offensive material.
- In particular, material that is offensive to others is not permitted. What is offensive is governed particularly by the Catholic, Benedictine nature of the college, with individual cases decided by the department chairperson. Offensive material includes (but is not limited to) pornography, hate material, and other material that is harassing to others.
- All statements on student web pages are expected to be accurate.
- Each student web page must contain the first and last name of the student, clearly identified as the person responsible for the page. In addition, the date of the last update should be included, along with a link to the department's standard disclaimer at the bottom of the student's main web page. This information only needs to be on the main web page, as long as the main web page is easily reachable from the other pages. Student web pages that lack the disclaimer link will be disabled.
- Commercial activities are not permitted on web pages and our Microsoft compilers and software cannot be used for commercial activity.
- It is the responsibility of each student who has a web page to insure that all proper permissions for use of others' work have been obtained from the authors of graphics, sound clips, and other files that are incorporated into the student web page. Note that photos and graphics files are

typically covered by copyright law. Photos and personal information about others are not to be included without the written consent of the individuals. If a student cannot produce written consent for such an item when asked, then that item must be removed or the web page will be disabled. Each student web page must include credits information for each non-public domain image, sound clip, etc. that is used. This credit information can be on the main page or on a separate page accessible via a well-marked link and should include the author of the file (perhaps as the web address of the person or company that supplied it) and any statement that the author requests (such as "used with the permission of...").

- Students are not allowed to host web pages for other people, though some brief material on one's own page about friends is fine.
- Web pages for students will be allowed to remain as long as the individual student continues to comply with these policies and disk space permits.
- CGI scripts or similar that contain security problems will be disabled until the student corrects those problems.

## **Software**

- Students are not permitted to have (or use) malware (malicious software) on CIS department computers or servers. This includes, but is not limited to, viruses, virus-writing tools, port mappers, vulnerability scanners, keystroke loggers, packet sniffers, backdoors, etc. Although there is a place for the legitimate study of malware, it should be done in a controlled setting (such as on an isolated PC or a network segment that has been set up for such testing and is not attached to any other network). Any use of such software on computer systems and networks run by the CIS department, Information Services, companies, etc. requires the express permission of those who run the servers and networks involved. To use such software without permission is to risk the termination of your computer accounts and (for serious cases) disciplinary action by the college or law enforcement. (If you are interested in computer security, take our course on the topic!)
- Software needed for coursework is provided in the CIS lab. The department normally expects students to use the CIS lab to do their coursework and to see the CIS tutors when assistance is needed. Using your own computer is fine at times as long as you make sure to test that what you produce works on the CIS computers and that you go to the lab and see the tutors when you need some help.
- In general, the department does not provide software for students' own computers, but may be able to recommend sources if such software is needed. Also, the MSDNAA program now allows the department to provide certain Microsoft development tools such as Visual Studio. Microsoft requires students to agree to their policies governing this. Refer to the MSDN Academic Alliance Software web page for details on obtaining software under this program.
- It is illegal and unethical to make unauthorized copies of the lab software. (Only shareware and freeware can be freely copied, and shareware requires a license fee for continued use.)

## **Privacy**

- Accessing files (email, homework, etc.) belonging to others is not acceptable.
- Any computer activity on department facilities may be monitored (and with no prior notice beyond that given here). Although you are not being constantly watched, do not do anything that you would not want a system administrator to see! Suspicious activity is logged and checked.

### **Internships for Credit**

- Students can receive between 1 and 3 credits for an internship. Approximately 60 hours of work per term counts for 1 internship credit. Therefore, working 11-12 hours a week during a 16 week semester would count for three credits. However, the content and quality of the internship is given more consideration than the exact number of hours worked.
- A 3 credit internship can replace a CIS elective. A total of 6 CIS elective credits can be replaced by internship credits. Additional internship credits beyond the 6 can be used to replace general elective credits.
- Internship credits cannot be substituted for required courses. Internship credits are not required for graduation. Internship credits are graded on a pass/fail basis only. No more than 9 internship credits can be counted towards graduation.
- The student must meet with Dr. Serapiglia and a representative of the Career Development Center prior to the start of the internship to complete all necessary forms. The objectives, processes and methods should be specifically relevant to the CIS discipline.
- The student must submit a summary report to Dr. Serapiglia at least two weeks prior to the end of the term in which the student is registered for the internship credits. This report should be 4 to 6 typed pages in length and should include a description of the work performed, any special problems encountered, insights gained and an evaluation of what has been accomplished. Copies of any documentation produced during the work experience should be appended to the summary report.