

RIVERSIDE COMMUNITY COLLEGE E-MAIL REQUEST

FROM: The Help Desk
Information Services, Riverside Campus

SUBJECT: RCC E-Mail Request

Use of the District Internet & Network services is a privilege granted to all faculty at Riverside Community College District and is governed by Board Policies 3060, 4060 and 6060 approved on May 17, 2005.

We ask all faculty who request E-mail accounts to **read, sign, and return the last page of the attached document.**

E-mail accounts

The use of an rcc.edu e-mail account is an anticipated professional responsibility for all faculty as it affords a consistent and predictable method of communication within the district and with students. RCC e-mail will soon be the primary method of official district communication. Please direct any technical questions regarding your e-mail account to the **Help Desk** (222-8388 or helpdesk@rcc.edu).

RIVERSIDE COMMUNITY COLLEGE E-MAIL

E-Mail Conduct

Please be aware RCC E-Mail Users are expected to conduct themselves responsibly.

Do NOT give your RCC E-Mail access codes to anyone. RCC E-Mail access is for *authorized account holders* only.

Inappropriate Conduct

1. Chain Letter. Transmission of chain letters and pyramid schemes of any kind is not appropriate. These materials place unnecessary loads on our mail system and is considered a nuisance by many users.
2. Commercial Communication. The vast majority of newsgroups and mailing lists on the Internet are not commercial in nature and participants in such groups may object strongly to commercial postings, solicitations, or advertisements.
3. Copyrighted and Proprietary Materials. Transmitting to the Internet copyrighted or other proprietary material of any kind without express permission of the right holder is prohibited and could result in civil **and/or** criminal liability.

Legal Issues

The state of California passed a computer crime bill in December of 1979. The bill added section 502 to the Penal Code making it a felony to intentionally access any computer system or network for the purpose of:

- devising or executing any scheme or artifice to defraud or extort or
- obtaining money, property, or services with false or fraudulent intent, representations, or promises.

It is also a felony to maliciously access, alter, delete, damage or destroy any computer system, network, program or data. Penalties include fines of up to \$5,000 and/or imprisonment in the state prison for up to three years or the county jail for up to one year. Anyone committing acts of this kind will face police charges. The person will be punished to the full extent of the law.

User Responsibilities

The User is responsible for all subscription charges incurred on the Internet in order to access RCC E-Mail.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
E-MAIL REQUEST FORM**

***Please COMPLETE, SIGN and RETURN this form to:
The Help Desk (Information Services, Riverside City Campus)***

I have read and agree to adhere to these guidelines for RCC's E-Mail access.

Name (please print)

Campus

Department or Program

Building

Room #

Phone #

Signature: _____ **Date:** _____

Please COMPLETE, SIGN and RETURN this form to:

Help Desk (Information Services, Riverside City Campus)