

## **Section Four: General Campus Policies**

### **ABANDONED PERSONAL PROPERTY**

Students must refrain from leaving personal property at Western Dakota Technical Institute. WDT is not responsible for any lost or stolen property.

Personal property found on campus should be turned into the Lost and Found in the designated program area or to Enrollment Services. Any personal property left on campus or in the Lost and Found without indication of ownership will be considered abandoned property after thirty (30) days. In the event WDT has information indicating the ownership of the personal property, WDT will send notice to the student at his/her last known email or physical address, advising the student to collect and remove the personal property left at WDT within thirty (30) days or the property will be considered legally abandoned and will become property of WDT. In its' discretion, WDT may dispose of the abandoned property as it sees fit. In the event WDT sells the abandoned property, the sale proceeds will not be credited to the student's account.

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

It is the policy of Western Dakota Tech not to discriminate in admission to or participation in its programs and activities for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran. (Note: Students enrolled in some programs are subject to requirements that are more stringent.) For more information contact Western Dakota Tech's Director of Student Success or the Regional Director, Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106 or call 1-816-268-0550.

### **ALCOHOL AND OTHER DRUG POLICY**

As an institution of higher learning, Western Dakota Tech promotes responsible decision-making among members of the campus community. WDT recognizes that alcohol and other drugs can be dangerously habit-forming, which could lead to an individual's loss of control. WDT's primary goal is to provide students with a safe environment that supports the maximum growth of its members.

A person needs to feel secure to perform at a maximum level. Therefore, campus safety and security must be a concern of every student, faculty, and staff at WDT. Furthermore, drug use and alcohol abuse affect the entire campus community in increased drop-out rates, academic failure, disciplinary problems, and progression into addiction.

For the purpose of this policy, drug includes all controlled substances, illegal or controlled mood-altering chemicals, all look-alike drugs, all chemicals that release toxic vapors, and any prescription or patent drugs except those medications prescribed by and under the supervision of a licensed physician in a manner consistent with WDT policy.

The unlawful manufacture, possession, consumption, or distribution of alcohol or other controlled or illegal substances by students is prohibited on school property or at school-sponsored activities. Furthermore, students are prohibited from being on campus property while in an intoxicated state. Additionally, possession of empty alcohol beverage containers and drug paraphernalia is also prohibited. No student organization may sponsor any student-related activity at which alcoholic beverages are to be consumed.

Violations of this policy will be responded to in accordance with the seriousness and frequency of the offense. Any student displaying intoxicated behavior will immediately be referred to the Director of Student Success or Dean of Academics.

Students found in violation of any of these policies will be subject to the following consequences:

1. The first offense will result in:
  - The student being removed from class and given options for transportation.
  - The student being placed on conduct probation.
2. The second offense will result in:
  - The student being suspended from classes for five days.
3. The third offense will result in:
  - The student being suspended (conduct suspension) from WDT for one semester (fall/spring).
4. Additionally, drug-related convictions may disqualify a student from receiving Federal Student Aid. United States Department of Education Federal Student Aid Regulations indicate that a federal or state drug conviction can disqualify

a student for Federal Student Aid funds (i.e., grants, loans, federal work-study, federal campus-based aid). Students who are convicted of such drug offenses after submitting the Free Application for Federal Student Aid (FAFSA) must notify the financial aid office immediately.

### **CHILDREN OF STUDENTS**

Children of students may not accompany their parent(s) to class or wait without adult supervision in other areas of the campus, including the library.

### **COMPUTER/INTERNET/NETWORK POLICY**

All students are required to have a laptop computer with wireless connectivity. Laptop requirements vary by program and can be found at <http://www.wdt.edu/student-life/tech-support/>.

Technical support for laptops/tablets will be limited to WDT software and network connectivity issues. Students may seek additional support through their vendor or a commercial computer support service.

Western Dakota Tech has the responsibility to secure the network system against unauthorized access and/or abuse while making it accessible for faculty, staff, and students. This includes informing users of standards of conduct and corrective actions that will be taken for violation of established policy regarding the use of email, Internet, or network use. Violation of this policy can result in disciplinary action taken by the Institute that could include permanent revocation of computer privileges.

All users of the network must adhere to local, state, federal, and international laws governing use of the Internet. Any attempt to break those laws may result in litigation against the offender by proper authorities. WDT may provide information necessary to the proper authorities for the litigation process.

Violations of any defined standard may be grounds for conduct probation or suspension.

#### **Section 1: General Policy**

Users of the WDT network and computers on that network are solely responsible for all actions taken while using institutional equipment. Therefore:

- 1.1 Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- 1.2 Deletion, copying, or modification of software or operating systems is prohibited.
- 1.3 Use of facilities and/or services for commercial purposes is prohibited.
- 1.4 Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation, regardless of the system location or time duration.
- 1.5 The copying of system files is prohibited.
- 1.6 The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper licensee, is prohibited. File-sharing software that downloads and distributes songs, videos, games and software without permission of the owner is illegal. Illegal downloading or distribution of copyrighted materials can result in criminal or civil prosecution. Content owners, such as the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and Home Box Office (HBO), use technological means to track file sharing of their intellectual property on the Internet. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to
- 1.7 \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office, especially their FAQ's.
- 1.8 Intentional attempts to "crash" the network system or programs are prohibited.
- 1.9 Any attempts to secure a higher level of privilege on the network are prohibited.
- 1.10 The willful introduction of a computer "virus" or other disruptive/destructive programs into the organization network or computers is prohibited.

#### **Section 2: Electronic Mail Policy**

All users of electronic mail at WDT are required to obtain a WDT email address. When an electronic mail is sent, the user

name and user ID are included in each message. Students are responsible for all electronic mail originating from their user ID. WDT reserves the right to monitor and track all electronic communication, on-campus Internet activity, and all interaction with WDT software programs, which include, but are not limited to, Blackboard, Jenzabar, email, and related servers. WDT network administrators and their authorized employees monitor the use of information technology resources to help ensure network and computer security as well as conformity with WDT policy and state and federal laws. Administrators reserve the right to examine, use, and disclose any data found on WDT's information networks in order to further the health, safety, discipline, or security of any individual or property. WDT may also use this information in academic disciplinary actions and will furnish evidence of any crime to law enforcement. Therefore:

- 2.1 Forgery or attempted forgery of electronic mail messages is prohibited.
- 2.2 Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- 2.3 Attempts at sending harassing, obscene, and/or other threatening email are prohibited.
- 2.4 All WDT and school district policies concerning harassment and discrimination apply to email.
- 2.5 Attempts at sending unsolicited junk mail or chain letters is prohibited.

### **Section 3: Internet Policy**

Wireless network and Internet access are available throughout the buildings on the WDT campus. The use of any network on the WDT campus is restricted to educational use. Use of the Internet is available to all faculty, staff, and students at WDT. Violation of Internet policy can result in permanent revocation of Internet privileges at WDT. Therefore:

- 3.1 Internet access at WDT is a privilege, not a right.
- 3.2 The use of the Internet is intended for educational purposes.
- 3.3 Any attempt to knowingly enter sites that contain pornographic material is strictly prohibited.
- 3.4 Entering or using chat rooms is prohibited.
- 3.5 Unethical or illegal solicitation is prohibited.
- 3.6 Any attempt to knowingly enter sites that promote racism or sexism is prohibited.

### **DRESS CODE**

All students are required to dress in a manner consistent with their instructional area. Uniforms or garments needed for occupational areas are to be worn by all students when appropriate or as required by instructors. Apparel that displays foul or vulgar language or images will not be tolerated. Reasonable personal cleanliness and frequent laundering of uniforms is expected and is the responsibility of the student. WDT staff reserve the right to determine what is considered appropriate attire.

### **PARKING AND TRANSPORTATION**

Students must furnish their own transportation to and from school. This includes transportation to and from field trips, internships, clinicals, or any other locations of course instruction. WDT students may park in areas designated as student parking. Improperly parked vehicles will be towed at the owner's expense.

The following areas are designated as student parking:

- Parking areas on the west and north sides of the Mickelson building.
- Handicapped parking is designated near each entrance.

Students are not allowed to park in the visitor areas or in other designated areas.

### **STUDENT RIGHT TO KNOW**

Western Dakota Tech will make available upon request the completion/graduation rates and transfer-out rates of certificate, diploma, or degree seeking students.

### **TOBACCO AND SMOKE-FREE CAMPUS**

Western Dakota Tech is committed to providing a healthy and comfortable learning environment that is conducive to the physical and mental well-being of the campus community. To enrich and support this atmosphere, WDT is a Tobacco and Smoke Free Campus. This policy applies to all employees, students, visitors, and contractors. Smoking and the use of chewing tobacco, vaporizers, or electronic cigarettes are prohibited anywhere in WDT buildings or on any WDT owned property with the exception of within the confines of personal vehicles. Violation of this policy will result in disciplinary action.

Information regarding a tobacco cessation program or other options is available through the Healthy South Dakota website:

[www.healthysd.gov/QuitTobacco.html](http://www.healthysd.gov/QuitTobacco.html)