

Section Four: General Campus Policies

ABANDONED PERSONAL PROPERTY

Students must refrain from leaving personal property at Western Dakota Tech. 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

Western Dakota Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, services, enrollment practices, or in any aspect of their operation.

This notice meets the requirements of the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws:

Debbie Toms, Title IX Coordinator; 800 Mickelson Drive, Rapid City, SD, 57703; 605-718-2958;
Deborah.Toms@wdt.edu

Western Dakota Tech is an open-admissions institution offering career-focused diploma, certificate, and associate of applied science programs in a variety of fields. Please view our programs for more information.

ALCOHOL AND OTHER DRUGS (WDT Policy 2012 Pending RCAS School Board Approval)

Western Dakota Tech (WDT) believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the College community and interferes with educational and occupational success.

The College fully complies with the Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption, and distribution of drugs and alcohol on College property, during classes and at activities officially sponsored by the College. Students and employees 21 years of age or older may not consume alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the College except by permission of the Rapid City School Board or designee.

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.

WDT supports all federal, state, and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students and employees of the College from the illegal possession, purchase, sale, and manufacture of controlled substances and alcohol.

A person needs to feel secure to perform at a maximum level. Therefore, campus safety and security must

be a concern of every student and employee 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.

As part of the effort to create a drug-free campus, WDT believes the college community should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. WDT provides information and educational programs on substance abuse throughout the year to students and employees. Listed below are some of the health risks associated with using/abusing alcohol and various drugs. (Please note that the dangers associated with substance abuse are not limited to only the conditions listed below.)

- Alcohol - Heart and liver damage; brain damage; death from overdose and accidents
- Marijuana/Hashish - Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence
- Cocaine - Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, hearth damage/heart attack, and death from overdose
- Stimulants - Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose
- Depressants - Infection, addiction, loss of appetite, death from overdose, nausea, and has severe interaction with alcohol
- Narcotics - Addiction with severe withdrawal symptoms, loss of appetite, death from overdose
- Hallucinogens - Anxiety, depression, impaired memory, emotional breakdown, death from overdose
- Inhalants - Drastic weight loss, brain damage, liver and bone marrow damage, high risk of sudden death

Students are encouraged to contact the Student Success Coaches for assistance with drug and alcohol concerns. Community resources and confidential third-party counseling services are available.

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 Student Success Director/Registrar or VP for Institutional Effectiveness and Student Success. 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 meeting with their Student Success Coach to discuss available campus and community resources.
 - If under 21, the student being required to attend at least one session, but up to three sessions, at Behavior Management Systems at WDT's expense.
2. The second offense will result in:
 - The student being required to attend at least one session, but up to three sessions, at Behavior Management Systems at WDT's expense.
 - The student being placed on conduct probation for the earlier of two full semesters or until graduation.
3. The third offense will result in:
 - The student being suspended (conduct suspension) from WDT for one full semester (fall/spring).
4. The fourth offense will result in:

- The student being expelled (conduct expulsion) from WDT.

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.

For more information on Western Dakota Tech's Drug Free Workplace Policy 2012 (Pending RCAS School Board Approval), which includes information relevant to both employees and students who are not employed by WDT, please visit <https://www.wdt.edu/about/policies-and-procedures/policy-2012-drug-free-workplace/>.

CHILDREN OF STUDENTS

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

COMPUTER/INTERNET/NETWORK POLICY

All students are required to have a PC-compatible (not Chromebook or Apple product) 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 gambling or 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, inappropriate images, or is significantly

revealing 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.

GUN- AND WEAPON-FREE CAMPUS – WDT Policy 6011

WDT believes students, faculty, staff, visitors, and contractors must be able to learn and work in a safe environment. WDT is committed to creating and maintaining an environment that is free from threatening and violent behavior. To accomplish this, WDT prohibits the carry, exhibit, or display of weapons, including guns, explosives, knives, or any other weapon capable of producing bodily harm. Such activity is prohibited on any property owned or operated by WDT or at any College-sponsored activity at any location.

This policy applies to any person on College premises or at College-sponsored activities with two exceptions. This policy does not apply to law enforcement personnel required by their office to carry such weapons or devices used as part of the WDT curriculum. This policy also does not apply to tools used by faculty, staff, students, and contractors as part of their official WDT duties or curriculum requirements.

PARKING AND TRANSPORTATION

Students must furnish their own transportation to and from school, including 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 and labeled as student parking:

- Parking areas on the north and west side of the Mickelson building.
- Parking area on the south side of Badlands Hall.
- Handicapped parking designated near each entrance.

Students are not allowed to park in the following areas:

- fire lanes
 - south parking lot designated for WDT staff and visitors;
 - along the shop entrances on the north side of the Mickelson building;
 - under the library drive-up canopy;
 - under the Medical Simulation Center canopy;
 - driving lanes within parking lots;
 - sidewalks or areas blocking sidewalks, driveways, ramps, or loading zones;
 - handicapped spaces without a state-issued handicapped placard or license plate;
 - spaces marked as "reserved";
 - spaces reserved or blocked with a cone, sign, or other indicator signifying the space is not available for use; or
- 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.

TITLE IX RIGHTS OF PREGNANT AND PARENTING STUDENTS – WDT Policy 4003

Western Dakota Tech is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Western Dakota Tech hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Students requesting pregnancy-related accommodations are encouraged to contact the Student Success Center.

TOBACCO AND SMOKE-FREE CAMPUS – WDT Policy 4002

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 smokeless tobacco or vapor products are prohibited anywhere in WDT buildings or on any college-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 South Dakota QuitLine website: <https://www.sdquitline.com>.

WDT Policies

Students are responsible to abide by all WDT policies and procedures that are posted on the Western Dakota website at <https://www.wdt.edu/about/policies-and-procedures>.