



THE UCCI TECHNOLOGY USE GUIDELINES (Policy No. 03.11.04)

1. POLICY STATEMENT

UCCI's computing resources are intended to support its educational activities and to enhance learning and research by its students. The provision of information technology resources by the college helps to further its mission of providing high quality cutting edge resources to benefit the student population. Academic freedom, respect for the privacy of others and the responsible use of all technological resources form the backbone of UCCI's student IT policies.

2. SCOPE

The IT policy at UCCI computer hardware, software, systems and technology (including the internet and e-mail) and any telecommunications devices provided by the University to further its mission. The ICT resources will include the use of UCCI's IT resources whether accessed on or off campus.

3. DEFINITIONS

a. In this policy: "FOI" refers to: Freedom of Information Law, 2007

4. PROCEDURE

4.1 USER CODE OF CONDUCT

Under the UCCI Student IT Code of Conduct, users must:

- (1) Use IT resources responsibly, by respecting the rights of other users, respect the integrity of the system and related physical resources.
- (2) Refrain from making any alterations to UCCI's hardware, network configurations. It is recommended that non-UCCI laptops should use wireless access points.
- (3) Use computer resources judiciously and not be given to waste. Further, students should not perform those acts that will cause interference with UCCI's IT resources. A deliberate act will be construed as malicious.
- (4) Refrain from using computer resources for illegal, commercial, and financial gains.
- (5) Students will not use UCCI's IT resources to access obscene or offensive material. In addition, students should not place any information on the network or intranet that fall under the categories listed above.
- (6) Never use the computer resources to gain un-authorized access to the non-university resources.
- (7) Never use the UCCI's computer resources to send bulk and junk mail.
- (8) Understand the use of UCCI computers presumes that course assignments takes priority over all other personal or recreational use.
- (9) Refrain from violating copyright, trademarks and trade-name violations when using UCCI's computer resources.

- (10) Refrain from attempting to circumvent protection schemes or violate terms of applicable software licensing agreement.
- (11) Never load or download unauthorized software on UCCI's computers.
- (12) Never vandalize UCCI's IT resources which may include physical damage to the hardware, intentionally sharing computer viruses, and destroying UCCI network system.
- (13) Refrain from playing games on UCCI's computers, unless these games are directed by instructors as a part of the course assignments. It is understood that games are sometimes used in some classes.
- (14) Never attempt to monitor or tamper with another student's electronic communication.
- (15) Agrees to be governed by FOI policies in matters relating to the use of IT resources at the University College of the Cayman Islands.

4.2 ELECTRONIC DEVICES IN THE CLASSROOM

It is required that students switch off cell phones, pagers and any electronic devices that may cause disruption in the classroom.

4.3 OWNERSHIP AND CONTROL

All computing equipment and software procured by the University funds, either by purchase or rental, belong to the University.

The college understands that students personal computers are their property and cannot be monitored the same way as UCCI's hardware, the college is not responsible for the student's personal computer violation using their own machines. As an institution one can appeal to their better judgment, but cannot force them to apply the same rules on their personal laptops.

4.4 POLICY VIOLATIONS AND MISUSE OF IT RESOURCES

Violations may be of several nature, incidental, willful-malicious. It is possible for students to misjudge or accidentally violate a policy. In the event that this violation was of an accidental nature and the institution is aware of the student's unintended violation, student will be reprimanded.

Willful or malicious violations of the student IT policies will result in

restriction in the use of UCCI computers resources. Depending on the severity of the violation students might be immediately suspended. In some instances where the student uses college resources to violate certain laws of the country, they might be prosecuted under the laws of the Cayman Islands.

4.5 USER COMMITMENT AND RESPONSIBILITY

Students enrolled in all programs at the University College of the Cayman Islands must read, accept and agree to the

policies indicated in this document relating to the computing resources and further accept to abide by the User Code of Conduct as set forth in this document.

Any student in violation of this policy may be in violation of the UCCI student code of conduct as outlined in UCCI Student Code of Conduct; and by any explicit criteria thereto.

5. SPECIAL SITUATIONS

5.1 UCCI LAPTOP PROJECT

- (1) The Laptop remains the property of UCCI.
- (2) A Technology Fee of an amount determined by UCCI will be charged; however, there may be cases where a student could be registered in one or more classes that part of the Laptop Project, and in such cases, the student would be liable for a single payment of the Technology Fee.

5.2 ADD, DROP, AND WITHDRAWAL

- (1) Normal UCCI policies pertaining to Drop, Add and Withdrawal of a class will apply; If a student drops or withdraws from a course that is part of the UCCI Laptop Project then;
- (2) UCCI will establish the maximum refund on the Technology Fee; If the student is registered in other classes that are part of the Laptop Project then there would be no partial refund for technology fees.

(6) Implementation Authority

Every student at UCCI, whether full-time or part-time, and by virtue of their admission to the University College of the Cayman Islands accept the terms of usage for information technology resources provided by the University.

UCCI Laptop Project Spring 2012 Technology Guidelines Brochure



PILOT IMPLEMENTATION: SPRING SEMESTER 2012

FOR STUDENTS ENROLLED IN:

- ENG 102—6P College Composition II
- MAT 215—1P Business Statistics
- MAT 215—2P Business Statistics
- MKT 301—1P Integrated Marketing Communications
- BIO 102—1P College Biology/Lab II

Please visit www.ucci.edu.ky for further information.

UCCI LAPTOP PROJECT SPRING 2012

(PILOT PROGRAMME)

The University College of the Cayman Islands recognises the importance of technology in delivering quality education. We also believe in offering our students various opportunities to advance their learning.

As such, UCCI will be implementing its Laptop Project, where each student will be issued a laptop to be used while enrolled at UCCI. Implementation will begin with a Pilot Programme effective this Spring Semester 2012 for students enrolled in the following classes:

Code	Cr	Description	Time	Lecturer	Room
ENG 102-6P	3	College Composition II	M 1:00 / F 11:30	P. Ebanks	CR
MAT 215-1P	3	Business Statistics	M/W 11:30	C. Parrett	B4
MAT 215-2P	3	Business Statistics	T/Th 6:00	P. Rameau	CR
MKT 301-1P	3	Integrated Marketing Communications	T/Th 7:30	J.D. Mosley-Matchett	LAB1
BIO 102-1P	4	College Biology/Lab II	M/W/ F 1:00	R. Tembo	BIO-LAB

FREQUENTLY ASKED QUESTIONS

Q: What costs will be incurred by students involved in the Laptop Project?

A: For the students enrolled in any of the classes included in the Pilot Programme, a “Technology Fee” of \$150 will be charged. Once the Laptop Project is fully implemented, this fee will be applicable to all other students of UCCI, including full-time/part-time, and Civil Service College. Students in Continuing Education courses will be exempted from Technology Fees.

Q: Is the Technology Fee a one-time fee?

A: This fee will be charged every semester (except for Summer).

Q: Will I get a refund if I decide to drop or withdraw the class?

A: Normal UCCI’s Drop, Add and Withdrawal policies for classes will apply. Students may be allowed a maximum of \$100 refund on the Technology Fee. If the student is registered in other classes that are part of the Laptop Project then he/she will not be entitled to a refund.

Q: Is there a UCCI policy governing the use of information technology?

A: All UCCI students will be required to be aware of the UCCI policy outlining “Technology Use Guidelines”. Students will also be required to sign a contract to attest their acceptance of terms of agreement.

Q: Who retains ownership of the laptop?

A: The laptop remains the property of UCCI while the student is enrolled at the University College. On completion of their study, the student may purchase the laptop at a fee to be determined by UCCI.

Q: What happens if I am enrolled in more than 1 class participating in the Pilot Programme?

A: Only \$150 will be charged.

Q: What if I do not wish to participate in the Pilot Programme?

A: It is mandatory for all students enrolling in the aforementioned classes to participate in the Pilot Programme.

Q: In what ways will the laptop be integrated in class delivery?

A: The laptops will be used to facilitate quizzes, discussions, online/computer simulations, research and other online activities relating to the content being covered. They will also provide a repository on Angel or any Learning Management Systems (LMS) which will facilitate downloading of course content.

BENEFITS

- PRODUCE UCCI'S DIGITAL CITIZENS
- ENHANCE CREATIVE AND CRITICAL THINKING SKILLS
- IMPROVE PROBLEM-SOLVING AND DECISION-MAKING SKILLS
- FAMILIARITY WITH OPERATIONS AND USE OF TECHNOLOGY
- ENRICH RESEARCH SKILLS
- INCREASE COMMUNICATION AND COLLABORATION WITH TEACHERS AND PEERS

