

# General Student Information

## Library

The mission of the Coastal Pines Technical College Library is to provide library resource and services which support the academic, cultural, and life-long learning needs of our students, faculty, staff, and local communities. The collection of resources available include print and electronic books, audiovisuals, journals and periodicals, current newspapers, scholarly online databases, interlibrary loan and select ADA equipment. Reference assistance and library instruction/orientation is also available. Space may include areas for study and leisure reading, computer utilization including Internet access and printing, study rooms and/or conference rooms, and computer labs.

## Online Library Orientation

The Online Library Orientation can be found on the Library Services page at <http://libguides.coastalpines.edu/libraryservices>

## E-Mail

Coastal Pines Technical College Global e-mail is the official means of communication and is provided to CPTC students. Financial aid announcements, course announcements, online course information, student club information, emergency notifications and general CPTC student information are communicated to students through student global e-mail accounts. Students should check their e-mail daily to stay current.

## Field Trips

Field trips can be an important component of a student's educational experience and the use of such out-of-classroom experiences is encouraged when appropriate. Students who participate in field trips are required to observe all applicable rules and procedures recorded in the CPTC Student Code of Conduct. Students who intend to participate in field trips are required to submit the following documents to their advisor or instructor upon request:

- Agreement to Abide by the Code of Conduct
- Assumption of Risk
- Limited Medical Authorization
- Release of Liability

Students who do not provide the above listed documents will not be approved to participate in field trips. Field trip activities must have prior approval by the appropriate departmental CPTC Vice President at least two business days prior to the date of the field trip.

## News Releases/Publications

In promoting Coastal Pines Technical College, many times students' names and/or photos appear in news releases, videos and publications. Students who wish to restrict the use of their names/pictures should contact the Office of Public Relations.

# Food and Beverages

Food and beverages may be consumed in designated areas only. Students are not allowed to eat in classrooms or laboratories. Upon approval of the class instructor, students may drink water in classrooms or laboratories. The water must be in a properly capped container that has been approved by the instructor.

# Photo Identification

All students are required to have their student ID with them while on campus. Students must provide the ID when requested by school personnel. There is a fee for a replacement ID.

# Children on Campus

Coastal Pines Technical College has established the following procedure concerning children on any Coastal Pines Technical College instructional sites:

- Children are not allowed on Coastal Pines Technical College instructional sites unless accompanied by an adult.
- Students are not allowed to bring children into classrooms/lab areas on Coastal Pines Technical College sites.
- Children are not allowed on Coastal Pines Technical College instructional sites for an extended period of time unless they are involved in an organized special program for children.
- Children must not be left unattended in waiting automobiles, hallways, snack bars, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Departments at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children. They will be further advised that children must not be left unattended in the areas listed above.

In the event children are found in class or wandering on Coastal Pines Technical College instructional sites, faculty and/or staff should ask the accompanying student to immediately leave Coastal Pines Technical College instructional sites with the child.

# Parking Guidelines

1. Any and all vehicles driven on Coastal Pines Technical College (CPTC) property by students, faculty, and staff must have a decal (either permanent or temporary).
2. All new students must obtain a parking permit (decal) during the first week of their college semester.
3. The parking decal must be prominently displayed on the exterior of the rear windshield (driver side) of the vehicle and must be visible at all times while on College property.
4. Students driving more than one vehicle will need to purchase an additional permit for each vehicle that will be parked on CPTC property.
5. Trucks, motorcycles, and mopeds must follow the same parking rules and procedures as cars.
6. Faculty, Staff or Students may not park in the following locations:
  - Spaces reserved for Visitors
  - Space reserved for CPTC Rick Perkins Instructor of the Year

- Space reserved for CPTC GOAL Student of the Year
- Space reserved for CPTC EAGLE Student of the Year
- Spaces reserved for live work patrons such as cosmetology and automotive
- Unpaved surfaces
- Fire lanes or driveways
- Handicapped spaces without a current, state-issued disability hangtag or license plate displayed in or on the vehicle (Driver of vehicle must be the person for which the handicap permit is issued)
- Instructional outdoor classroom/lab areas

## Parking Decals

All students and employees are required to obtain and display a Coastal Pines Technical College parking decal. Parking decals can be obtained in the Student Affairs Office. Students, faculty, and staff attending or working at facilities not owned by CPTC will follow the parking procedures and rules of the host facility.

## Student Dress Code

The purpose of the Student Dress Code is to ensure that students are aware of what type of dress is considered appropriate and what is expected of them. Coastal Pines Technical College (CPTC) simulates the business/ industrial environment. CPTC invites the community to tour the facilities, and community events are held at many of its sites, with this in mind, students should dress in an appropriate manner.

All clothing and uniforms will be suitable for specific laboratory, clinical, or industry-related activities of the student's chosen occupation; meet safety and health requirements for the occupation; and conform to commonly accepted standards of modesty and privacy. Each student's dress, grooming, and personal hygiene must be appropriate in the classrooms, laboratories, shop areas, and clinical sites. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.

Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college.

Dress requirements vary in classrooms, laboratories, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.

Definitions of appropriate attires are listed below.

- **Business Attire:** Determined by the instructors of the business programs. Students in business-related classes may be required to dress in business attire for business dress days in reference to their work ethics lesson.
- **Clinical Attire:** Uniforms consist of scrub top and pants, uniform top and pants/skirts or dress uniform and closed toe shoes.
- **Industrial/Technical Attire:** Industrial/technical attire consists of long sleeve cotton denim shirts, jeans with no tears or holes and leather work boots for welding programs. Short- or long-sleeved shirts, jeans, trousers, and tennis shoes are acceptable. Shorts are not acceptable for industrial/technical classes with labs.

The Vice President for Student Affairs of CPTC may designate the dress code that is appropriate for particular events. All CPTC students are expected to abide by the Student Dress Code standards identified. If a student has a question or needs special accommodations relating to the Dress Code, the student should discuss the request with his/her instructor or program advisor first and if further clarification is needed, with the Vice President for Student Affairs. CPTC will make every effort to provide reasonable accommodations based on the student's request. Requests for medical or religious accommodations must be made in writing by completing the Student Request for Medical or Religious Accommodation(s) Form. After a discussion with his/her program advisor, the

Vice President for Student Affairs will approve, deny or recommend a modified accommodation based on the request. The Vice President for Student Affairs or designee will respond to the request within five (5) business days. The final approval will be submitted to the program advisor.

If any student does not meet the Dress Code standards, the student will be required to leave his/her respective campus and return dressed in appropriate attire. The student will be considered absent if the student misses a scheduled class due to violating the Student Dress Code. Violation of the student dress code procedure will result in appropriate corrective measures up to and including disciplinary action and will be reflected in the work ethics grade.

## Students Acceptable and Unacceptable Dress Standards

### Acceptable Apparel

- All shirts and dresses must have sleeves.
- Shorts unless such dress violates classroom/laboratory safety and health requirements. The length of the shorts, dresses, or skirts will be no shorter than two inches above the knee.
- Low rider pants, trousers, or other clothing must be worn in a manner that does not reveal under garments or expose bare skin below waistline.

### Unacceptable Apparel

- Tank tops, tube tops, and shirts without sleeves
- Clothing that exposes areas of the stomach, side or back
- Pajama tops and /or bottoms
- Excessively tight-fitted clothing is not permitted
- Shirts/dresses that are see through, strapless, or expose cleavage (low cut) are not permitted
- Swimsuits

### Acceptable Footwear

- Shoes should meet classroom/laboratory safety and health requirements and be appropriate for the occupation for which students are training.

### Unacceptable Footwear

- Bare feet
- Bedroom slippers

### Acceptable Headwear

- Hats and baseball caps
- Religious head covering is permitted when it does not interfere with the function or purpose of required occupational headgear.

Note: Individual programs may have additional dress code requirements.

## Acceptable Computer and Internet Use

Coastal Pines Technical College, (CPTC) provides computer systems and Internet access for its students and employees. Employees utilizing College-provided Internet access are responsible for good behavior on-line just as they are in any other area of the college. This information applies to all CPTC employees, students, customers and anyone else who uses CPTC's information system and equipment, including but not limited to visitors. Any employee who violates this procedure will be subject to discipline up to and including dismissal. Violations of this procedure by other than employees or students will result in being banned from using CPTC equipment

and may be handled legally. Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward); and
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of CPTC-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the College. Access is a privilege, not a right. Users should not expect files stored on CPTC-based computers to be private. Electronic messages and files stored on CPTC-based computers shall be treated like other CPTC property that is temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly.

Moreover, CPTC officials shall cooperate with law enforcement officials who are properly authorized to search CPTC computers and computer systems.

All information created, stored or transmitted by CPTC computers or networks is subject to monitoring for compliance with applicable laws and procedures.

The following uses of Coastal Pines Technical College-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities; this includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any CPTC computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the CPTC networks unless it meets technical and security standards set by the College;
- To create, install, or knowingly distribute any malware such as a computer virus, "Trojan horse," rootkit, keylogger, or other surreptitiously destructive program on any CPTC computer or network facility, regardless of whether any demonstrable harm results; and
- To modify or reconfigure the software or hardware of any agency computer or Network without proper authorization;
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and

- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.
- To capture and or record network traffic without authorization.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the College. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities. Users of CPTC computers and computer systems are subject to CPTC's procedure on the development of Intellectual Property. Any violation of this procedure and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

CPTC makes no warranties of any kind, either express or implied, for the computers, computer systems and Internet access it provides. CPTC shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. CPTC shall not be responsible for the accuracy, nature or quality of information gathered through CPTC hard drives or servers; nor for the accuracy, nature or quality of information gathered through College-provided Internet access.

CPTC shall not be responsible for personal property used such as laptops, tablets, smartphones, etc. to access its computers or networks or for CPTC provided Internet access. CPTC shall not be responsible for unauthorized financial obligations resulting from CPTC-provided access to the Internet.

The foregoing standards are equally applicable to employees of the TCSG, wherever housed, and to employees and students of CPTC.

Penalties Violations of these procedures incur the same types of disciplinary measures as violations of other CPTC procedures or state or federal laws, including criminal prosecution.

## Software Piracy

Software piracy is illegal and grounds for disciplinary action up to and including dismissal of employees who have illegally copied software. Penalties for illegally copying software are severe. According to the Business Software Alliance website:

### *Penalties for Illegal Software*

Infringement of copyright may constitute a criminal offense, exposing individuals and companies to substantial penalties and in the case of individuals, even imprisonment.

### *Criminal Penalties*

Under the Copyright Act, making an infringing copy of software with the intention of obtaining a commercial advantage or profit and if the person knows or ought reasonably to know that the copy is infringing copyright and is now a criminal offense. Offenders may be liable for:

- Fines up to \$93,500 and /or up to five years imprisonment for individuals
- Fines up to \$467,500 and/or up to five years imprisonment for companies.

### *Civil Penalties*

Making or using illegal copies of software for your personal use or at work is a civil offense under the Copyright Act and offenders are liable for:

- Damages of an unlimited amount (determined by the Court)
- Court costs in many circumstances, which can also be substantial.

It does not make any difference who loads the software. For example, if an employee loads personal software on a CPTC computer and then the software is copied by others at the College, the College is liable even though it was unaware of the activity. Any software on CPTC-owned computers including laptops, tablets, and smartphones used at home, in a classroom or in an office for which Coastal Pines Technical College does not have a license must be removed immediately. This is an excerpt from the Business Software Alliance website.

Many businesses, both large and small, face serious legal risks because of software piracy. Under the law, a company can be held liable for its employees' actions. If an employee is installing unauthorized software copies on company computers or acquiring illegal software through the Internet, the company can be sued for copyright infringement. This is true even if the company's management was unaware of the employee's actions.

## Ownership of Intellectual Property

Coastal Pines Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance the teaching/learning environment. In order that the college may fully utilize all works produced for and provided for its use, an employee or student producing work for the college or its use represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right of any person or firm (including right of publicity); and
- Do not libel, defame, or invade the privacy of any person or firm.

Intellectual property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual property includes, but is not limited to, materials which may be copyrighted, patented, and/or trademarked.

### Ownership

Unless otherwise provided in a separate agreement, the college owns all rights to a copyrightable or patentable work created by the employee or student with the support of college resources. Ownership refers to a legally binding agreement specifying the names, party, or parties to whom the intellectual property belongs and who will be attributed as the owners of the intellectual property in the general public. College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

Ownership resides with the employee or student if all of the following criteria are met:

- The work is the result of individual initiative, not requested or required by the college;
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college;
- The work is not prepared within the scope of the employee's job duties or course/program requirements;
- The work is not completed using equipment or resources provided by the college.

Ownership resides with the college if any of the above criteria are not met and/or if any of the following criteria applies:

- The work is prepared within the scope of the employee's job duties or course/program requirements;
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the college;
- The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, release time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

Any employee or student of Coastal Pines Technical College must obtain the express written approval of the president prior to the development of intellectual property if there is any question pertaining to ownership.

## **Copyrighted Material**

Literary works, textbooks, works of art, maps, computer software, musical and dramatic works, motion pictures and sound recordings, and other original works of authorship may be copyrighted. In order to be covered by copyright laws, the work must be in some tangible form, and it must be the product of original creative authorship. Ownership of copyrightable works must be consistent with the United States Copyright Law. The burden of obtaining the copyright, patent, license, and/or trade secret rights, including cost, is that of the owner.

## **Revenue**

Revenues derived from the development and creation of college-owned intellectual property are distributed to college revenue funds as determined by the president. In the event that intellectual property is licensed to the originator, the full rights for the copyright, patent, or trademark, and any resulting royalties or profits, shall remain with the originator.

All cases, in which questions arise as to the equities, rights division of revenues, or any other intellectual property-related matter, shall be referred to the College Council for consideration, interpretation of procedure, and decision. Appeal of the decision shall be to the Vice President for Administrative Services, then to the President, and finally to the Technical College System of Georgia (TCSG). Appeals within the college must be made in writing within 30 days of written notice of a final decision. Appeals to the TCSG shall be made in accordance with State Board policy.