MASENO UNIVERSITY
OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

E-CAMPUS ACCEPTABLE USE AGREEMENT

(NETIQUETTE AGREEMENT)

1. Agreement

In order to create and maintain an effective and safe electronic learning environment for students, Maseno University requires that all students follow the sets of rules and netiquette stated in this eCampus Acceptable Use Agreement. The electronic learning environment includes but is not limited to the eCampus, online eLearning Portal, and the communication tools that it supports like messaging, the discussion forums, chat and e-mail.

While using the resources in the eCampus, students will also be expected to adhere to the provisions of the Kenya Communication Act of 2008 and other related Acts that prohibit use abusive language on electronic media or cybercrime of any kind.

It is the intention that every student will use the resources provided in the eLearning portal wisely and for educational purposes only as directed by the Course Lecturer or Course Facilitator and other authorised personnel.

Please read the content of this agreement carefully. A signature is required on the attached eCampus Acceptable Use Agreement Form before any student can be granted a user account and access to curricular resources.

2. Netiquette and Ethical Behaviour

2.1. You are expected to use appropriate language online, to be polite and respectful at all times. Obscene, vulgar, socially offensive, sexist, profane, inflammatory or other objectionable language is not to be used or transmitted on any of the forums, chat or messages.

2.2. Bullying or harassment of fellow students or other users via the eCampus or any other communication medium is unacceptable. Never post, publish or display defamatory, abusive, embarrassing, sexually oriented, racially offensive, harassing or threatening material.

2.3. This eCampus Acceptable Use Agreement extends to cover use of the social forum and all other Discussion Forums in the eCampus.

2.4. Do not access or transmit pornographic, sexually explicit, or other inappropriate materials including those inciting violence of any kind. If such material is accessed by accident, the incident must be reported immediately to a Course Lecturer, Facilitator, or technical staff in charge of your course.

2.5. Posting messages and attributing them to another user, or otherwise misrepresenting yourself online, is unacceptable.

2.6. Do not broadcast a private message sent to you without permission of the sender.

3. Plagiarism and Copyright

3.1. Do not plagiarize works found on the Internet/Intranet. It is unlawful to take the ideas, writings or images of others and present them as if they were yours.

3.2. Do not transmit or download information, media or software in violation of Copyright Laws. All sources of information must be duly acknowledged in line with Maseno University copyright policy.

3.3. Use information accessed on the Internet judiciously. The information may not be accurate, factual or without bias.

3.4. All course content delivered through the eCampus is copyright of Maseno University and cannot be reproduced, copied or photocopied as this will constitute an infringement of copyright.

4. Safety

4.1. Never reveal personal information online to unknown persons, institutions or any such entity . This includes your name (first, last or nickname), address, phone number, age, e-mail address, university name and location, etc., as well as anyone else's personal information.

4.2. Do not share your password or account information with anyone. It is also unacceptable to give your username and password for unauthorised use by other persons.

4.3. Should you discontinue or deregister as a student of Maseno University, your username and password will be automatically invalidated.

4.4. Never use the profile photos of other users in a manner that causes them harm of any kind.

4.5. Never send a picture of yourself, another person or a group from the eCampus without proper permission from the eLearning Centre.

5. Vandalism

5.1. The upload of malicious programs, e.g. viruses, worms, Trojan horses, into the eCampus is strictly prohibited.

5.2. Any malicious attempt to modify, erase, harm or destroy the files of other users on the Portal will not be tolerated.

6. Security

6.1. Logging into the system as another user is strictly prohibited.

6.2. Do not attempt to access information to which you are not authorized. This includes the unauthorized access to eCampus files or servers.

6.3. Do not transmit or place unlawful information on the system or carry out unlawful activities using the network (e.g. the illegal installation of software).

6.4. It is not permissible to use the eCampus, the Learning Management System, including the Social Forums, to buy or sell anything.

7. The Disciplinary Process

7.1. If a student violates these rules, she/he will receive a warning by way of a letter, e-mail or phone call. In the event of further contravention, the University Administration may deny, restrict or suspend the student's access to the eCampus.

7.2. Disciplinary action will be tailored to meet the concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on the eCampus.

7.3. If the violation is an infraction of the University Code of Conduct, the violation will be handled in accordance with the provisions of the University Code.

7.4. Legal authorities will be contacted if there is any suspicion of illegal or criminal activities.

MASENO UNIVERSITY
E-CAMPUS

MSU/JI/8

eCampus Acceptable Use Agreement Form (Netiquette Form)
(Complete this Agreement Form and return this page to the University, alongside other joining documents.)

I have read the provisions of the eCampus Acceptable Use Agreement. I understand that access to the eCampus resources is provided for educational purposes only, and hereby agree to comply with the rules and netiquette stated in the eCampus Acceptable Use Agreement.

I also understand that failure to comply will result in disciplinary actions in line with the appropriate Maseno University disciplinary measures.

Name _____ ADM No. _____

Programme. _____ ID No_____

Signature _____ Date _____