

# SECTION THREE

## Rules and Regulations

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### Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and safety and security and fire safety policies. All public and private institutions of postsecondary education partic-

ipating in federal student aid programs are subject to the Clery Act.

#### The Clery Act requirements mandate:

- Publishing an annual report disclosing campus security policies and three years of selected crime and fire statistics.
- Making timely warnings to the campus community about crimes that pose a se-



rious or ongoing threat

- Keeping a public crime log
- Upholding basic rights to victims of sexual assault
- Making accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level
- Facing possible fines from the U.S. Department of Education when schools fail to comply with the Clery Act

The safety and well-being of faculty, staff, students, and visitors are of the greatest concern for Blackfeet Community College. Creating and maintaining a safe campus requires the cooperation and involvement of everyone. Prompt reporting aids in providing timely warning notice to the campus community when appropriate may aid in the prevention of similar crimes and may assist in the investigation and the apprehension of the perpetrator(s).

Reporting crimes is necessary to ensure inclusion in annual crime statistics. BCC encourages accurate and prompt crime reporting when the victim of the crime elects to report or when the victim is unable to make a report, to ensure that all crimes are included in the institution's Clery Act statistics.

The security personnel of BCC are the eyes

and ears of the college but are not sworn law enforcement. Therefore, any action that requires law enforcement is turned over to the Blackfeet Tribal Police Office and Glacier County Sheriff's Office. BCC Security has a close working relationship with Tribal Law & Order and Glacier County Sheriff's Office.

BCC coordinates with local law enforcement agencies for services relating to crime reports and investigations, campus emergencies, and traffic accidents. The enforcement of institutional regulations regarding alcohol consumption, controlled substances, weapons possession, and other incidents classified as Clery Act crimes are to be filed with the campus Security Patrol Officer and statistically published in the annual security report.

The annual security report is required to be published on October 1st of each year, and a crime log is available upon request from the Security Patrol Officer, Title III Programs Director, and Human Resources Office. Copies may also be accessed online at <https://bfcc.edu/campus-security/>

Contact Security Patrol Officer at 406-338-5441 ext. 2263 for further information concerning security on campus.

In the case of an emergency, dial 911 or 406-338-4000 for local police and ambulance.

## **BCC Equipment Usage**

All students must refrain from using any BCC equipment including but not limited to, offices, copiers, phones, coffee pots, office computers, etc. Unless specifically authorized.

## **BCC Emergency Closures**

In the event of the school closing due to weather or other emergencies, the closing will be announced on the following radio station(s): KSEN AM 1150 & KZIN FM 96.7, KBWG 107.5, RAVE alerts, and posted on the BCC Facebook page. <https://www.getrave.com/login/bfcc>

## **Computer Systems Acceptable Use Policy**

The Acceptable Use Policy is intended to respect the rights and obligations of academic freedom and recognizes that the educational mission of the college is served in a variety of ways. The goal of the college in providing computing and network resources is to promote educational excellence and operational proficiency. However, the use of Blackfeet Community College computing and network resources is a privilege and not a right. The college recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. When used appropriately, these tools can enhance dialog and communication. When used un-

lawfully or inappropriately, however, these tools can infringe on the rights of others.

Faculty, staff, students, and others with Blackfeet Community College authorized accounts may use the available computing facilities for personal purposes so long as they abide by the following:

- Do not violate any Blackfeet Community College policy
- Do not violate federal, tribal, state, or local laws or regulations.
- Do not involve significant use of college resources, add direct costs, or interfere with the performance of employee work duties
- Do not result in commercial gain or private profit
- Do not involve accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; racially bigoted or hate material; obscene, abusive, or sexually explicit language; racially bigoted, hate, or explicit language
- Do not make unauthorized copies of proprietary software or offer unauthorized copies of proprietary software to others

- Do not copy someone else's files or programs, or examine such information unless authorized by the owners
- Do not reproduce or distribute or copy-righted material without explicit permission
- Do not use for any political or commercial purposes
- Do not attempt to circumvent any computer security methods or operating systems
- Do not interfere with the work of others on the network, disrupt the network, or engage in any uses that result in the loss of another user's files or systems
- Do not knowingly or maliciously transmit files that contain a virus or corrupted data
- Do not use in any manner that is malicious, harmful, obscene, or unethical

All users are expected to conduct themselves responsibly and in accordance with all applicable college policies regarding computer usage. Abuse of computing privileges will subject the user to disciplinary or legal action according to established college

procedures. Abuse of networks or computers at other sites through the use of Blackfeet Community College resources will be treated as an abuse of computing privileges at the college. When appropriate, temporary restrictive actions will be taken by the system administrator pending further disciplinary action; the loss of computing privileges may result.

The college and users recognize that all members of the college user community are bound by federal, tribal, state, and local laws relating to civil rights, harassment, copyright, security, and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the Blackfeet Tribe, or the State of Montana.

See detailed computer usage restrictions in the Blackfeet Community College Student Handbook.

## **Violation of Expressed Prohibitions**

Any individual who violates the following expressed prohibitions may be subject to arrest and conviction under applicable tribal, state, and federal laws. Students violating these expressed prohibitions may be subject to disciplinary action as set forth by the Blackfeet Community College Student Conduct Code (see Blackfeet Community College Student Handbook), including

possible sanction by suspension or dismissal from Blackfeet Community College.

## **Campus Parking and Driving Policy**

This policy applies to all individuals who operate a motor vehicle on the BCC campus. Parking on campus is controlled through the designation of lots and spaces for all those who wish to use the campus parking lots. The speed limit is 15mph.

## **Alcohol, Drugs, and Gambling**

The BCC recognizes all tribal, federal, state, and local laws and requires students to adhere to them. Any violation can result in probation, suspension, or immediate dismissal from BCC. The consumption of alcohol or possession of an open container of alcohol is prohibited on campus, at on-campus activities, and/or other BCC-sponsored events. Violations of this policy may result in probation, suspension, or dismissal from campus or BCC-sponsored events.

No student shall possess, use or sell substances defined by local, state, or federal law as illegal on campus or at any BCC-sponsored functions.

No student shall possess substances defined as controlled, other than personal medications prescribed by a physician under federal law.

No student shall bring onto the campus or possess drug paraphernalia while on BCC property.

No student shall gamble for money or other valuables on BCC property or in any BCC facility or during any BCC activity except as part of authorized fundraising activity.

Those seeking rehabilitation for drugs or alcohol should contact Crystal Creek Lodge at 877-338-3784

## **Tobacco-Free Building**

“Smoke-Free Building” prohibits tobacco in all BCC buildings. Students shall comply with this policy and refrain from tobacco use per the requirements in any BCC facility. Smoking is prohibited within 25 feet of the building (Tribal Ordinance 102-2005).

## **Fire Safety**

All students must immediately evacuate during a fire alarm. Students shall not create conditions that cause a fire hazard or impede the safe evacuation of others. Such conditions include, but are not limited to:

- Smoking in non-smoking areas
- Blocking or propping open exit doors
- Setting off false fire alarms
- Shooting off fire extinguishers, or damaging, tampering with, dismantling, or disconnecting fire safety systems or equipment

## **Firearms/Fireworks**

Firearms, weapons, and/or fireworks of any type are not allowed on the Blackfeet Community College campus at any time.

## **Sexual Harassment Policy**

Blackfeet Community College's Sexual Harassment Policy forbids sexual harassment of any member of the college community. The complete policy is on file in the Human Resource Office.

## **Student Complaint Reporting**

When students encounter problems, on campus that they do not know how to resolve, they should contact Student Service representatives who can then work with them to resolve the issue. Many problems are resolved when a student makes an appointment with their advisor, counselor, faculty, staff member, or division chairperson and calmly and honestly communicates the complaints or concerns before they advance their grievance.

## **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled at Blackfeet Community College are entitled to "reasonable accommodations." Please notify the Disability Services Coordinator or the Vice President for Academic Affairs and Student Services during the first week of registration of any accommodations needed for attendance at Blackfeet Community College. The student

must provide documentation that identifies and explains the disability and a letter with suggested accommodations. See the Blackfeet Community College Student Handbook for further clarification.

## **Bomb Threat Procedure**

Students will be notified immediately of a campus bomb threat. Students are to report immediately to the Southwind Lodge parking lot (at the entrance to the campus) and wait for further instructions. Do not take your vehicle unless you are informed that it is safe to do so. The instructors or another Blackfeet Community College employee will make sure the classroom/office is evacuated, close the door upon leaving the room, and accompany students to the safety zone.