Computer and Information Resources Use Policy

Policy Name: Computer and Information Resources Use Policy
Approval Authority: President and Cabinet
Interpreting and Implementing Authority: Director of Computer and Information Resources
Effective: 03/21/2014
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Policy Statement

Internet access is available for all students, faculty, and staff of the College. The College believes the Internet offers vast, diverse, and unique resources to its community of users. Its goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The College community has access to the following resources:

- Electronic communication of all types,
- Information and news as well as the opportunity to correspond with experts and special interest groups involved in research in institutions around the world,
- Public domain software and shareware of all types,
- Discussion groups on diverse topics,
- Unlimited University Library Catalogs, the Library of Congress, ERIC, and GALILEO.

With this access to electronic resources, some material may not be considered of educational value in the context of the school setting. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The College firmly believes that the valuable information and interaction available through the Internet far outweighs the possibility that users may access material that is not consistent with the educational goals of the College.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of their responsibilities, which require efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be closed and future access denied.

User Expectations

The College makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be responsible for any damages a user suffers. This includes the loss of data resulting from delays, non-deliveries or mis-deliveries, or service interruptions caused by its own negligence or by user errors or omissions. Use of any information obtained or submitted (i.e. telephone number, address, credit card numbers, etc.) by way of the Internet is at the user's own risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Ownership policies must be followed for intellectual and creative property including data and ideas in accordance with the United States Copyright Act of 1976 and relevant state and federal laws. The reproduction of College owned software is strictly forbidden without prior authorization from the Director of Computer and Information Resources. For software owned by the user, the user is personally responsible for adherence to the license agreement and restrictions of that software.

The College will attempt to strike a balance between the individual user's interest in limiting receipt of certain kinds of communications and the interests of other users in reaching an appropriate audience. This will be achieved by a combination of campus e-mail, text messages and access to the Internet. However, the College has no control over messages originating from beyond the College community, and can exercise only limited control over communications from members of the College community if it is to respect the interests of its members in communicating with each other. To this end, the College approves broadcast communications when they are of potential interest to large numbers of community members. Users are expected to not send information except to recipients they reasonably expect to welcome such communications, and are expected to honor requests from recipients not to receive further communications.

Entities Affected by the Policy

The entities affected include all faculty, staff, and students, whether full-time, part-time, or under contract.

Policy Details

Intellectual property: The College fully supports the EDUCOM Code for the protection of software and Intellectual Rights, which states:

> *Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers of all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.*

> *Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.*

Authorized users agree to abide by the Use of Computer and Information Resources Policy as set forth in this document or published elsewhere and to abide by the College judicial and other enforcement procedures.

The College will make reasonable efforts to ensure that the privacy and security of an individual user's account is protected, but cannot guarantee that its computer systems and networks are completely secure. By using the College's computer systems, telephones, and networks; each user assumes the risks of invasion of privacy and misappropriation of confidential information or material protected by intellectual privacy.

College Rights of Access: As owner or operator of College electronic communications systems, the College has the following specific proprietary rights of access, regulation of use and resource allocation and management normally administered through the Computer and Information Resources department. The College has the following rights of access.

A. To make and retain copies of e-mail messages, files and records deemed appropriate for a period determined by the College. The College also follows the General Data Protection Regulation of records required for residents of the European Union.

B. To access all files maintained on College equipment or cloud services, including e-mail, for specific purposes only. These include:

    1. Review of file content for resource management normally after notification of file holder. This review shall be by file characteristics only, such as organization date, frequency of use, or some other resource management criterion, NOT file subject matter.

2. Normally, the College will review file content only when a formal charge of violation of law or College regulations has been made and only after notice to the file holder. In extraordinary cases, including but not limited to, subpoenas from properly constituted authorities or reasonable suspicion of threat to life or property, the College may review individual files without such notice. In any case, the College retains the right to copy files for possible use in judicial or other proceedings.

C. To remove files from College systems for the following reasons:

1. To conserve limited resources in accordance with established procedures the Network Administrator is not required to notify file holders as long as the removal is done within the following procedures.

Employees: Below are the procedures for removal of faculty and staff network accounts due to termination of employment or retirement. The table below indicates the duration of the accounts.

Employee Types	Removal dates	Notification to CIR
Staff	Immediately after termination of employment unless notified by Department Head to retain the account	Office of Human Resources or Department Head
Faculty	Immediately after termination of employment unless notified by Division chair to retain the account	Office of Human Resources or Division Chair
Emeriti/Retirees	Keep for lifetime	Office of Human Resources or Provost Office

Students: This policy establishes procedures for removal of a student network account due to graduation, withdrawal or a non-registered student status. The table below indicates the duration of the accounts.

Student Types	Removal dates	Required Notification
Graduating Students	May Graduates – August 1st December Graduates – February 1st August Graduates – October 1st	Registrar's Office
Withdrawn Students	Account deleted immediately after notification	Registrar's Office
Non-Registered Students	Accounts deleted if not accessed in the past academic year.	Process ran by Computer and Information Technology

2. To purge from College systems illegal files or files that infringe on the rights of other users by inequitably dominating limited resources, abrogating creative property rights or invading privacy, including harassment, intimidation or unwarranted annoyance, only after notification of the file holder.

3. To perform other necessary resource management, normally after notification of the file/record holder.

D. To block from the Internet or disable anyone's computer or device that is running illegal peer-to-peer software to share or copy music, games, software or other materials in violation of copyright laws.

E. To limit or otherwise restrict electronic file storage or other resource allocation to students, faculty, staff, or other specifically authorized users of College facilities, for legitimate College educational, research or communication purposes as system capacity permits. This limitation shall be not to restrict expression of diverse opinions or viewpoints but for organization of information.

F. The College is not liable for loss of data because of emergencies or for the unauthorized access, use or corruption of data by any individuals, including College employees.

Acceptable Use: The primary purpose of the College's Internet service is to support research and education in and among academic institutions. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The user may not use the Internet for commercial activities, product advertisement, or political lobbying. The following paragraphs provide guidelines for specific areas:

A. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges,

B. **Network Etiquette** - Users must abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Sending abusive or threatening messages is strictly forbidden.
2. Use appropriate language. Profanity, obscene language, threats or defamation of character is not permitted.
3. In the event that a message is interpreted as harassment, the **Wesleyan College's Title IX Policy Against Sexual Assault, Harassment and Misconduct** will be applied and appropriate actions taken.
4. Do not reveal personal addresses or phone numbers of students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who administer the system do have access to all e-mail. Messages relating to or in support of illegal activities will be reported to the appropriate legal authorities.
6. Do not use the network in such a way that it disrupts the use of the network by other users.
7. All communications and information accessible by way of the network should be assumed to be private property—except for conditions stated in Section II, Paragraph B of this policy.
8. Do not use peer-to-peer software that shares video, music, software or other materials and violates copyright laws or negatively impacts the campus network,

C. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If a user identifies a security problem on the College network, they must notify the network or systems administrator immediately. They must not demonstrate the problem to other users. A user must not use another individual's account without written permission from that individual. Attempts to access any system or network as an administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems can be denied access to the Internet.

D. **Personal use** - Technology provided by the College may not be used for personal business or consulting for which the user is paid by an outside source. Misuse in this way of the Internet and/or the College network will constitute a violation of this policy. In the event Web pages are part of an academic curriculum, the relevant faculty member must authorize their development.

E. **Vandalism** - Vandalism will result in cancellation of privileges. The College defines vandalism as any malicious attempt to harm or destroy data of another user, Internet site, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any other potentially detrimental program.

Responsibilities

The President of the College and Cabinet will provide approval for this policy and any changes. The Director of Computer and Information Resources will oversee the daily compliance of this policy.

Violations of the Policy

Any violation of these or other published policies for the appropriate use of the College's technologies must be reported to the Network Administrator or the Director of Computer and Information Resources. The user's account will be temporarily suspended, when necessary, to assure proper security of the College systems until a proper review is performed. Upon indication of a violation, the Director of Computer and Information Resources shall convene a hearing committee to review the case. For a student violation, the committee will consist of the following members of the campus community: Chancellor of Honor Court, Dean of Students, Vice-President for Academic Affairs, Student Government President, and chair of Faculty Council. For a faculty violation, the committee will consist of the Provost, chair of Faculty Council, and two members of the President's Cabinet. For a staff violation, the committee will consist of the Director of Human Resources and three members of the President's Cabinet. The Director of Computer and Information Resources shall be the chairperson of the hearing committees with voice and vote.

Each committee will review the information regarding the violation and determine if the user has violated the Use of Computer and Information Resources Policy. Based upon a review of the specific circumstances the hearing committee will follow the procedure outlined below.

- **For faculty and staff members,** a policy violation will be considered a violation of terms of employment and thus will be handled according to the appropriate procedures as outlined in the faculty or staff handbook. All violations will be documented and filed in the appropriate faculty or staff personnel record.

- **For students,** a violation will result in the suspension of user privileges, a fine, recommendation for suspension or removal, and/or any combination of the aforementioned sanctions. Generally, sanctions will be as follows:

> First Violation - $50.00 fine.
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> Second Violation - $100.00 fine.
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> Third Violation - Recommendation to the Vice President for Academic Affairs and Dean of Students for suspension of the student for a minimum of one year, or for permanent removal depending upon the severity of the situation.

Based on the severity of the incident, the hearing committee reserves the right to immediately move to a recommendation for suspension or removal or the student from the College. All violations will be documented and filed in the student's records.

Interpreting and Implementing Authority

Computer and Information Resources Department.