

APPENDIX B

Policy: Technology Use

Revised 4/30/2003

Oversight: Technology Committee

Briarwood College provides computing and networking resources to the campus community of students, faculty, staff, and the public to support its educational mission. The computing and networking facilities are a College community resource. Technology and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. **Such open access is a privilege, and requires that individual users act responsibly.** Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Computing and networking resources must always be used in compliance with all international, federal, state, and local laws, as well as College policies.

Purpose

This policy is for Briarwood College students, employees and the public that uses the College's technology and networking facilities. It summarizes what Briarwood College technology users need to know about the laws, College policies, and guidelines that affect technology use, providing examples of inappropriate behavior and describing the consequences for violators.

Scope

Every Briarwood College student and employee is a technology user at some time during his/her school or work experience. Use of the College technology resources, including computer labs, network services, campus information services, library systems, and office technology is a privilege provided by the college to students and employees. The college expects all technology users to understand and apply these user obligations when using the technology facilities.

1. Access to Technology Resources

Technological and networking resources at Briarwood College are provided for the educational, academic, and administrative purposes of the College. Some computer labs, networks, systems, and other facilities are intended for general student or employee access. Other facilities are restricted to students and employees in specific courses or programs, or who have specific work assignments; such areas usually have limited access.

The network, servers, computers, and all data and information contained within such equipment, is the property of Briarwood College.

What Briarwood College technology users need to know:

1.0 College staff are happy to help new student users and employees get authorized access to appropriate technology facilities.

1.1 Technology users who are assigned individual access privileges should not share technology accounts, access codes, passwords, or access privileges with other users

If your username or password is used in an abusive or otherwise inappropriate manner, you will be held responsible.

Computers must be properly secured when left unattended by either *locking the workstation or shutting down completely.*

1.2 A Technology fee is charged to all students to use many of the College's technology resources. Users are granted access each term.

1.3 All technology use facilities have specific prohibitions about food, beverages, smoking, pornography and other use guidelines to protect the equipment, provide equal access opportunities, and respect the rights of other users.

2. Improper Use of Facilities

Briarwood College encourages technology use which is consistent with the educational, academic and administrative purposes of the College and which respects the rights of other technology users.

What Briarwood College technology users need to know:

2.0 Well-trained and informed technology users make the most effective and efficient use of computing facilities. Briarwood College offers many training opportunities and information resources to help students and employees make good use of its technology facilities.

2.1 Use of technology systems to interfere with the work of employees or students, or to disrupt the normal operation of the College is an unacceptable use of facilities.

2.2 Other acts which are not permitted include unauthorized access or attempt to access the college's computing resources, or the use of technology resources to disrupt (or attempt to disrupt) the normal operation of the College.

2.3 Other examples of improper use of the College technology facilities include:

- Network use which creates unnecessary network traffic.
- Broadcast of unsolicited electronic mail and messages to an unnecessarily large audience.
- Transmission of electronic chain letters or other request for money, or distribution or circulation of media known to contain technology viruses.
- Using the Campus Network to gain unauthorized access to any technology systems.
- Knowingly performing an act which will interfere with the normal operation of technology, terminals, peripherals, or networks.
- Knowingly running or installing on any technology system or network, or giving to another user, a program intended to damage or to place excessive load on a technology system or network. This includes but is not limited to programs known as technology viruses, Trojan horses and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Deliberately wasting computing resources (e.g. excessive printing).
- Users shall not install software on any computer or server owned by Briarwood College.
- Users shall not attempt unauthorized modification or repair to any equipment or program belonging to, or under the control of Briarwood College.

However, activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

3. Unauthorized Use of Services and Property [Copyrights and Licenses]

It is the policy of Briarwood College that technology, software, electronic information and technology services are valuable resources. The college respects the property rights of software vendors and information services, and expects students and employees to respect copyrights in their academic and administrative activities. All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to technology, but also those that may apply generally to personal conduct.

What Briarwood College technology users need to know:

3.0 Technology users who copy, distribute (either free or for monetary gain), or receive copyrighted software or electronic information (such as music or videos) without paying the specified fee are in violation of U.S. copyright laws.

3.1 Use of technology resources for cheating, plagiarism, gambling, pornography, furnishing false information or other acts of academic dishonesty is a violation of the obligations the College expects of its technology users.

3.2 Violating terms of applicable software licensing agreements or copyright laws is illegal.

4. Invasion of Privacy

Several state and federal laws protect the privacy of Briarwood College's students and employees, and information about students and employees.

What Briarwood College technology users need to know:

4.0 While Briarwood College takes steps to provide information security and protect privacy, **technology users should not assume information on College systems and networks are private.**

4.1 While it is not the College's normal operating policy to review electronic mail, users should have no expectation of privacy in their use of electronic mail.

4.2 Use of Briarwood College's computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related, violates state and federal laws and College policy.

4.3 Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of technology systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

5. Harassment

Any use of Briarwood College's technology resources in a manner which creates a hostile or threatening school or work environment for other students or employees, is harassment. Several state and federal laws protect students and employees from harassment. These same laws apply to electronic media.

What Briarwood College technology users need to know:

5.0 Briarwood College's policy and state and federal statutes prohibit unwanted sexual behavior, lewd or indecent conduct, and behavior defined as "stalking." Electronic versions of these behaviors are also prohibited.

5.1 Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College technology resources and violate Briarwood College's policy on harassment, as well as federal and state laws.

5.2 Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be received, sent or stored.

6. Consequences for Misuse of Briarwood College Computing Facilities

Briarwood College is committed to technology and networking laws and policies that promote the mission of the College and encourage respect for the rights of other technology users. **The consequences for violators of this policy are described in the laws of the State of Connecticut, federal statutes, Connecticut administrative regulations, Briarwood College administrative policies, the College's Student Code of Conduct, and may subject the violator to criminal prosecution.**

Penalties for violators will depend on each specific situation, but may include one or more of the following:

- loss of technology use privileges,
- failure in a course,
- penalties specified in the Student Code of Conduct,
- termination of student status, disciplinary action for an employee,
- termination of employment, or
- legal action.

Violations will be reviewed with respect to intent, impact, consequences and lawfulness.

Policy violations will be evaluated by the immediate supervisor, with a report to the Technology Committee. Severe or repetitive violations would be reviewed by an ad hoc committee established by the Technology Committee.

7. Personal Responsibilities

Every student and employee enjoys the constitution right to free speech. With that right, each student and employee must take responsibility for what he or she says or writes. For example, libelous or slanderous remarks about someone, even electronically, may be subject to legal action. Use electronic communications responsibly when exercising your right to speak.

It is impossible to provide an exhaustive definition of inappropriate technology use, or a complete set of examples to cover every situation. Three general criteria are important:

technology use should abide by federal and state laws.

technology use should be consistent with the mission of the College; and

technology use should respect the rights of other technology users.

Technology users who have questions about which technology uses are appropriate and which are not should inquire about their intended use.

Students should contact their instructor.

Employees should contact their supervisor or department head.

8. Technology Use Contract

All employees and students will be required to sign the Technology Use Contract verifying that they have read and understand this policy.

Briarwood College Technology Use Contract

Name of Person Explaining Policy _____ Name of Employee/Student _____

The following is a summarized list of rules and regulations established by Briarwood College governing the use of technology accounts and equipment.

The network, servers, computers, and all data and information contained within such equipment, is the property of Briarwood College.

1.2 All technology resources and facilities of Briarwood College, should be used solely for legitimate and authorized academic, instructional, and administrative purposes.

1.3 Technology accounts and passwords shall not be shared. Users shall take appropriate actions to protect the use of their computer when connected to the network.

2.1 Users shall not copy, modify, or alter system files, software components, or computer management programs and data, except for approved purposes.

2.2. Users shall not install software on any computer or server owned by Briarwood College.

2.3 Users will not attempt unauthorized modification or repair to any equipment or program belonging to, or under the control of Briarwood College.

3.1 Any person who has been authorized to use the computing resources shall be expected to regard all copyrighted personal or proprietary information which may thereby become available as confidential, unless he/she obtains from the appropriate individuals written permission to copy, modify or otherwise use any part of it.

4.1 Use of Briarwood college's computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related, violates state and federal laws and College policy.

5.1 Technology resources should not be used for fraudulent, harassing or obscene messages and/or materials.

Sanctions

6.1 Any unauthorized or illegitimate use of technology accounts, resources, or facilities will subject the violator(s) to disciplinary, criminal, and/or legal action by Briarwood College. This includes any type of physical abuse to the equipment, or the room(s) in which the equipment is housed.



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6.2 Any user who deliberately or continually violates the policies governing the use of accounts and equipment will have his/her account and/or privilege denied and such misuse may result in disciplinary and/or legal action.

Please read the above before signing

I have read the above and agree to abide by the policies governing the use of Briarwood College's technology and networking facilities. I understand that violation of these policies may result in disciplinary and/or legal action and revocation of my technology privileges.

Signature: _____ Date: _____