

INFORMATION TECHNOLOGY USAGE POLICY

Authority

President's Council

Policy Statement

Users of St. Joseph's College computer and network resources have a responsibility to properly use and protect those information resources and to respect the rights of others. This policy provides guidelines for the appropriate use of information technologies.

Policy Purpose

The purpose of the Information Technology Usage Policy is to help ensure an information infrastructure that supports the basic missions of St. Joseph's College in teaching, learning, and research. Computers and networks are powerful enabling technologies for accessing and distributing the information and knowledge developed at the College and elsewhere. As such, they are strategic technologies for the current and future needs of St. Joseph's College. Because these technologies leverage each individual's ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property, and other rights. This Usage Policy codifies what is considered appropriate usage of computers and networks with respect to the rights of others. Along with the privilege to use the information resources of St. Joseph's College, users have specific responsibilities outlined in this Policy.

Summary

Users of information resources must respect copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other information resource users. This policy covers the appropriate use of all information resources including computers, networks, and the information contained therein.

POLICY SCOPE AND APPLICABILITY

Applicability

This policy is applicable to all St. Joseph's College faculty, staff, students, contractors/vendors, and temporaries granted use of St. Joseph's College information resources. This policy refers to all College information resources whether individually controlled or shared, stand-alone, or networked. It applies to all computer and communication facilities owned, leased, operated, or contracted by St. Joseph's College. This includes networking devices, personal digital assistants, telephones, wireless devices, personal computers, servers, and any associated peripherals and software, regardless of whether used for administration, research, teaching, or other purposes.

Legal Process

St. Joseph's College does not exist in isolation from other communities and jurisdictions and their laws. Under some circumstances, as a result of investigations, subpoena, or

lawsuits, the College may be required by law to provide electronic or other records or other information related to those records or relating to use of information resources ("information records"). St. Joseph's College may in its reasonable discretion review information records, e.g., for the proper functioning of the College or for internal investigations.

POLICIES

Copyrights and Licenses

Computer users must respect copyrights and licenses to software, entertainment materials, published and unpublished documents, and any other legally protected digital information.

Copying

Any material protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected material may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users

The number and distribution of copies of copyrighted materials must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract or as otherwise permitted by copyright law.

Copyrights

All copyrighted information (text, images, icons, programs, video, audio, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of digital information is subject to the same sanctions as apply to plagiarism in any other media.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources.

Modification or Removal of Equipment

Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others, without proper authorization.

Encroaching on Others' Access and Use

Computer users must not encroach on others' access and use of St. Joseph's College computers, networks, or other information resources, including digital information. This includes but is not limited to: attempting to access or modify personal, individual, or any other College information for which the user is not authorized; attempting to access or modify information systems or other information resources for which the individual is not authorized; sending chain letters or unsolicited bulk electronic mail either locally or

off-campus; printing excess copies of documents, files, data, or programs (print only what is required); running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, attempting to crash or tie up a College computer, network, or other information resource; or otherwise damaging or vandalizing College computing facilities, equipment, software, computer files, or other information resources.

Reporting Problems

Any defects discovered in system accounting or system security must be reported to the appropriate system administrator so that steps can be taken to investigate and resolve the problem.

Password Protection

A computer user who has been authorized to use a password, or otherwise protected, account, may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of their supervisor.

Usage

Computer users must respect the rights of other computer users. Most College systems such as Email, Datatel, WebAdvisor, Blackboard, and ADP provide for the protection of private information from examination by others. Attempts to circumvent this protection in order to gain unauthorized access to the system or to another person's information are a violation of College policy and may violate applicable law.

Prohibited Use

Use of the St. Joseph's College computers, network, or electronic communication facilities (such as electronic mail, chat, or systems with similar functions) to send, view, or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or College policy, such as under circumstances that might contribute to the creation of a hostile academic or work environment, is prohibited.

Mailing Lists

Users must respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin boards). The user of an electronic mailing list is responsible for determining the purpose of the list before sending messages to or receiving messages from the list. Subscribers to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the list's purpose. Persons sending to a mailing list any materials which are not consistent with the list's purpose will be viewed as having sent unsolicited material.

Advertisements

In general, St. Joseph's College does not allow faculty, students, or staff to transmit

commercial or personal advertisements, solicitations, or promotions electronically.

Information Belonging to Others

Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords, or other digital materials belonging to other users, without the specific permission of those other users.

Privacy

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) contains standards and rules which govern the treatment of individually identifiable health information. Consult Human Resources for more information.

Political, Personal, and Commercial Use

St. Joseph's is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property and similar matters.

Political Use

St. Joseph's College information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws, and may be used for other political activities only when in compliance with federal, state, and other laws and in compliance with applicable College policies.

Personal Use

St. Joseph's College information resources are intended to be used for activities related to appropriate College functions. Limited personal use of these resources is permitted only to the extent that they do not interfere with that intent.

Commercial Use

St. Joseph's College information resources should not be used for commercial purposes, except in a purely incidental manner or except as permitted under other written policies of the College or with the written approval of the President's Council. Any such commercial use should be properly related to St. Joseph's College activities. Users also are reminded that the "EDU" domain on the Internet has rules restricting or prohibiting commercial use, and thus activities not appropriately within the EDU domain.

Summary of ITS advice about storing SJC information in the cloud

Use caution in storing information on Google Apps, Dropbox.com, Microsoft OneDrive, Amazon Cloud Drive, or any cloud service provider. Consider issues like those outlined below before storing data:

- Privacy rules and regulations (FERPA, HIPPA, etc.)
- The safety of PNPI (personal non-public information such as SSNs, bank account information, etc.)
- The value of your intellectual property to your department and to the College
- Requirements imposed by non-SJC owners of intellectual property you are using
- Research restrictions, including but not limited to
 - Human subject privacy regulations
 - Grant restrictions
 - Confidentiality agreements
- Critical nature of the information.

[The Information Technology Usage Policy represents a compilation of protocols and practice found at other colleges and used by our technology partners, adapted and designed for St. Joseph's College.]