

COTTEY COLLEGE
INFORMATION TECHNOLOGY POLICY [Library Version]

SCOPE OF POLICY

Unless otherwise specified, this policy applies to all employees, students, and guest users of Cottey College computer networks, equipment, and connecting resources.

PRIVACY

A reasonable effort is made to provide a secure and confidential environment for computer resources, but no guarantee of privacy is made. Neither using a password nor deleting files should give a user an expectation of privacy regarding any information on or the usage of the College's computing system. Although the College does not routinely monitor computer information and usage, any data--professional or personal--or usage may be examined in the course of systems administration for maintenance or security purposes, in regard to a policy or legal compliance concerns, audits, or as otherwise needed to protect the reasonable interests of the College.

AUTHORIZED USE OF HARDWARE AND NETWORKS

Guests are authorized to use computers identified as publicly accessible in the Library. Guest users of campus computer resources are subject to all conditions and restrictions listed in this policy. All other uses of computer resources by persons other than Cottey employees and students are prohibited.

AUTHORIZED USE OF SOFTWARE AND DATA

Guests are allowed to access only the following College resources:

- ❑ Cottey's Website, www.cottey.edu, and Intranet Web pages that do not require a user name and password.
- ❑ Cottey Library bibliographic (card catalog) data.
- ❑ Data and software installed by the College on publicly accessible computers.

Guest software user guidelines will be posted at each publicly accessible computer. Any guest use or attempted use of the College's software or data not described above is prohibited.

ETHICAL USE

Ethical, responsible, and considerate behavior safeguards against abuses and violations of policy, thus preserving access to computing resources.

Users will:

- ❑ Abide by federal, state, and local laws.
- ❑ Respect the legal protection license, and contractual agreements for software, data, and other on-line information.
- ❑ Respect and protect the integrity of information resources, including the hardware and software components of a system.
- ❑ Be responsible for personal files and the security of passwords.
- ❑ Understand the use of the Internet is a privilege, not a right, and its resources are provided to support educational activities, such as research and academic inquiry.

COPYRIGHT

The College will not tolerate academic dishonesty (cheating, plagiarism) or intellectual property theft. Federal law applies to all forms of information, and violations of that law are prohibited. Copyright protects "original works of authorship," and copyrightable works include (but are not limited to) literature, music, drama, choreography, sculpture, motion pictures, audiovisual multimedia, software, and sound recordings. Copyrighted materials may be used if the copyright holder gives permission. Copyright

law allows for fair use of works for the purposes of criticism, reporting, teaching, scholarship or research, and for limited reproduction by libraries and archives.

SECURITY ISSUES

To maintain system availability, authenticity, and integrity of both the wired and wireless networks, the College reserves the right to do the following while data is in transit on the network or on a hard drive:

- ❑ inspect network data;
- ❑ scan for and remove viruses;
- ❑ back up all College-owned computers.

UNACCEPTABLE USE

Unacceptable use falls into four broad categories. These categories involve network, accounts, harassment and infringement, and commercial activities. Violation of the College's guidelines, MOREnet, MOBIUS, city, state, federal or international laws, rules, regulations, rulings, or orders is prohibited.

Networks

Users may not modify, degrade, or damage computers or the computer network. Examples violating this guideline include, but are not limited to, the following:

- ❑ attempting to breach security of internal or external systems;
- ❑ knowingly transmitting computer viruses, worms, or rogue programs;
- ❑ sending large amounts of e-mail (spamming) to an internal or external system;
- ❑ using College computers for activities that unduly increase network load (chain mail, network gaming, or excessive use of chat rooms or file downloads);
- ❑ tampering with software protections or restrictions;
- ❑ downloading unauthorized software.

Account

Users may not access or use materials without authorization. Examples of violations include, but are not limited to, the following:

- ❑ sharing a user ID and password with any person on or off campus;
- ❑ sending e-mail from another user's account;
- ❑ downloading or sending pornography or obscene material;
- ❑ accessing unauthorized data;
- ❑ damaging electronic information of others by forgery, alteration, or falsification;
- ❑ attempting to obtain privileges to which user is not entitled;
- ❑ distributing material that misrepresents the College;
- ❑ creating or executing any computer program intended to obscure true identity, bypass or render ineffective security, access control on any system, or examine or collect data from a network;
- ❑ effecting or receiving unauthorized electronic transfer of funds.

Harassment and Infringement

Users may not harass or impair the activities of others. Examples of violations include, but are not limited to, the following:

- ❑ sending chain or pyramid e-mail;
- ❑ changing an individual's password to access his or her account or deny him or her access to the account;
- ❑ sending unwanted and repeated communication to annoy, harass, threaten, or intimidate another;
- ❑ posting or distributing anything offensive regarding race, color, ethnicity, religion, gender, sexual orientation, age, disability, veterans' status, military service, or any basis protected by law;
- ❑ misrepresenting one's identity when sending an e-mail.

Commercial Activity

Cottey College computing resources may not be used to run a business or to advertise goods and/or services.

ENFORCEMENT

Violators of the Cottey technology policy are subject to loss of access to computing resources, as well as to disciplinary action.

Resource Protection

All cases of non-compliance with this policy will be handled as expediently as possible on a need-to-know basis. Administrative Computing Services will take the immediate and necessary precautions to safeguard the computing resources of Cottey College.

Non-Compliance Reporting

If a Cottey employee suspects that someone has violated any portion of this policy, the employee will immediately contact the Library Director.

Non-Compliance with the Law

The College will not tolerate the use of computing resources in violation of the law. The College may assist in the investigation and prosecution of any alleged criminal activity involving its computing resources or the College may be compelled by court order or subpoena to access or disclose information on the College's computing resources or network systems. Missouri Revised Statutes 569.095 - 569.099 describe the penalties for tampering with computer data, equipment, and users, which can range from a class A misdemeanor to a class C felony. No employee, student, or guest shall assist in such investigation on behalf of the College or comply with a court order or subpoena seeking College information without prior authorization from the President of the College.

Agree

I have read and agree to abide by the policies and practices set forth in the Cottey College Information Technology Policy. I understand that my failure to do so could result in my loss of access to College computing resources.

Name (please print)

Mailing Address

E-Mail Address

Phone

City, State, Zip

I am the parent/responsible party of this person who is under 18 years of age. I agree for him/her to use computers in the Library and to abide by the Cottey College Information Technology Policy. I recognize that there is no Internet filter. *Cottey employees: please initial the statement on page 4.

Birth Date of Minor Under 18 Years _____ A child under 10 years must be accompanied by a parent.

Signature

Date

Thank you – We appreciate your cooperation.

Cottey employees' children who are under the age of 10 may be allowed in the Library if the parent is on campus. The decision about this privilege will be made on a "case-by-case" basis and may be revoked, depending on the child's behavior while in the Library.

_____ Initialed by the parent/responsible party