

# Mount St. Mary's College Technology Policy

Encompassing the use of the Computer Network and Non-Networked Campus Computers, E-mail, Voice-mail, Phone Systems, Internet, Intranet, and World Wide Web

## **Preface**

In support of its mission of preparing students for leadership in society and encouraging them to develop the intellectual competence and receptivity to new ideas necessary for concerned citizenship, the college maintains technology systems that allow students, faculty, administrators, and staff to pursue academic excellence and innovation through technology. The intent of this policy is to set down guidelines for all users of technology at Mount St. Mary's College. This policy will be included in the Student Handbook, the Faculty Handbook, and the Employee Policies and Procedures Handbook. Violations by students will be evaluated by Student Affairs; violations by staff will be evaluated by department heads or Human Resources; and violations by faculty will be evaluated by the Provost. Cases potentially involving constitutionally protected free speech will be reviewed by the Academic Freedom Committee.

In keeping with the Catholic tradition of the College, all technology users are expected to uphold high ethical standards and adhere to the policy guidelines set out below. Those violating this policy may face penalties that may include restrictions on their use of technology or more severe sanctions, if circumstances warrant.

All users of Mount St. Mary's College computer technology must sign a User Agreement which states that they understand and agree to abide by the policy.

## **Policy Guidelines:**

### *1. Ownership of Resources:*

All individuals using College technology or facilities must do so in the knowledge that they are using College resources in support of their work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right to access electronic communications at any time for any purpose. The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

### *2. Authorized Use/Security:*

Users have passwords to access College resources which they have the authority to use. These passwords should not be shared with others. Similarly, users should only utilize a password, access a file, or retrieve data with proper authorization. All passwords being used on any technological equipment must be registered with appropriate College authorities. Personal and financial records will be accessible only to those with proper authorization. Users should only access files pertaining to others at the college (students, faculty or staff) when appropriately warranted and authorized. Any faculty, staff or student who accesses files, e-mail, voice mail without authorization will face disciplinary measures including, but not limited to, restriction on use of College technology. Users utilizing computer files, e-mail and voice mail should be aware that

privacy is a priority, but is not guaranteed. As an example, e-mail and voice mail can be compared to an addressed, unsealed envelope. Most people would respect the envelope if it were not addressed to them, but it is not impenetrable to someone with the desire and ability to open it. Those seeking confidential methods of communication should consider other options.

### *3. Software purchases/installations:*

College employees are encouraged to purchase software through the Office of Information Technologies in order to utilize educational/volume discounts, ensure compatibility with their system/the network, ensure proper licensing (the lack of a license could lead to significant fines for the College) and ensure support if a software/hardware problem occurs. If software is purchased independently and installed on a Mount St. Mary's College computer by someone other than an Office of Information Technologies staff member, it is done so at the installer's own risk. The College is not responsible for software it cannot support or hardware problems caused by unauthorized installations.

### *4. Harassment:*

No student, faculty, or staff member should use computers, e-mail, voice mail, or other technology to harass or threaten others, disrupt classes or offices, or transmit data that does not qualify as academically protected freedom of speech. Student violations will be referred to Student Affairs, staff violations will be referred to Human Resources, and faculty violations will be referred to the Academic Freedom Committee to first ascertain if this is protected free speech. If not, violations will be referred to either the Provost or to Sexual Harassment Grievance Officers, depending upon the nature of the harassment.

### *5. Copyright:*

To avoid copyright infringement, users must obtain permission from authors, artists, or other sources before utilizing materials created on or obtained via computer technology (e.g.. making and distributing multiple copies). For more information about copyright check with the U.S. Copyright Office in the Library of Congress: <http://lcweb.loc.gov/copyright/>.

### *6. Commercial Use*

Utilization of College technology or equipment is intended for academic purposes and College-related business only. Ordinarily faculty, staff, and students should not use College resources to initiate or maintain personal businesses (e.g. creating web pages and storing them on the College's server) due to the College's limited resources.

### *7. Academic Freedom*

Faculty members using College technology do so with protection of their freedom of speech and right to access educationally worthwhile materials. Individuals are, thus, expected to exhibit good sense and integrity in making decisions about the use of computers and other technology at the College.

### *8. Personal Web Pages*

Faculty, students and staff may create personal web pages during non-work hours. The views expressed on these pages are those of the individual. Those creating a personal web page should be sensitive to the fact that their web page reflects upon the College. Unacceptable content on these pages includes maintenance of a personal business, obscenity, harassment of

another individual, creation of a hostile environment, speech that targets a particular individual or group in a way that is not academically protected as free speech, or endorsement of activities prohibited by College policies. Contact the Office of Information Technologies for help or information.

#### *9. Departmental & Club Web Pages*

College departments and recognized student organizations are encouraged to create department and organization web pages. These pages must use the College's web page template for the first page in order to maintain a consistent look and feel to the main College pages. Subsequent pages must contain the College's web page footer, and may continue to use the template, but are not required to. All templates are available from the Office of Information Technologies. If you want to create a Departmental or organization web page, contact Information Technologies. All documents published by student clubs and organizations must be approved by the Student Activities office.

#### *10. Procedures Regarding Violations*

In general, violations by students will be evaluated by Student Affairs; violations by staff will be evaluated by department heads or Human Resources. Users who violate the policy may face restriction of technology access or more severe sanctions, if circumstances warrant.

Faculty violating the Technology Policy will be reported to the Provost. If necessary, the Provost may direct the case to the Academic Freedom Committee or a Sexual Harassment Grievance Officer for further review. The Academic Freedom Committee will review claims regarding constitutionally protected freedom of speech. The case will be closed if it is protected by freedom of speech. Any violations involving sexual harassment will be referred to one of the Grievance Officers (see MSMC Sexual Harassment Policy for policy and procedures). In both cases, any decisions or further action on the case will be reported back to the Provost. The Provost will then determine if further action is required.

#### *Summary of Policy Violations:*

Violations include but are not limited to the following:

- Unauthorized use of passwords, documents or technology
- Damaging or altering computer files
- Harassment via technology
- Intentionally introducing viruses
- Illegal duplication of software or its related documentation
- Plagiarism and copyright infringement
- Creating or sustaining files to run a personal business at the College without authorization