

## **Endicott College Information Technology Acceptable Use Policy**

Endicott College is committed to the ideals of honesty and respect for both the real and intellectual property of others. It is the College's hope that what is listed below will serve as a minimal set of guidelines for technology usage on campus.

All users of College computer facilities must agree to use the facilities legally and ethically and in keeping with their intended use. Computing facilities are recognized as College resources. Each computer user, therefore, is expected to act responsibly so as not to violate the rights of others. Employees and students are reminded that they must abide by the following computer policies.

Endicott College reserves the right to protect the integrity of its computing systems, workstations and academic lab facilities.

No person may use Endicott College's computing resources for any illegal or unauthorized act. In particular, individuals may not use computing resources to violate any state or federal laws or any regulation of Endicott College. These actions include, but are not limited to the following:

- ✓ Violating copyright laws and/or software agreements-When in doubt, do not copy.
- ✓ Abide by all federal, state, and local laws.
- ✓ Abide by all applicable copyright laws and licenses. Endicott College has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- ✓ Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.
- ✓ Creating, disseminating or possessing legally obscene material or other illegal documents or images.
- ✓ Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution
- ✓ Using College resources to harass or threaten others.
- ✓ Tampering with computer data
- ✓ Tampering with computer equipment
- ✓ Tampering with computer users

Anyone violating these statutes may be criminally charged with a misdemeanor or felony and may also be liable for compensatory damages and attorney's fees in a civil lawsuit.

### ***Computer use standards of conduct***

All users of the College's computing equipment and services are expected to observe the rights of other users and behave in an ethical manner. Examples of unacceptable behavior include:

- ✓ Using the College network or other computer facilities for financial gain
- ✓ Damaging hardware or software belonging to the College or others
- ✓ Installing unlicensed software on College work stations
- ✓ Removing any equipment or supplies, including paper, toner or ink from College labs or offices
- ✓ Sending, displaying, printing, or playing obscene content or images, including those received through e-mail in a public setting
- ✓ Displaying, sending or printing messages that harass an individual or group because of their sex, race, religious beliefs, national origin, physical attributes or sexual preference
- ✓ Accessing the private computer files of other users

**Policy continued on other side**

- ✓ Using an account owned by another user or allowing another user to use your account
- ✓ Interfering in any way with another's use of the College's equipment or services, including any disruptive use of video or audio media in the labs
- ✓ Deleting software, data or communications belonging to the College or others
- ✓ Posting anonymous messages
- ✓ Posting personal communication without the original author's consent
- ✓ Vandalizing the data of another user
- ✓ Knowingly introducing a computer virus or other destructive program
- ✓ Wasting limited resources, such as unnecessary printing, making electronic mass mailings for non- collegiate business, monopolizing machines, disproportionately using CPU, memory, disk space, or network bandwidth
- ✓ Sending personal information, without express approval, about faculty, students, or staff to third parties, including members of chat groups.

***Disciplinary action***

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action may be pursued for violation of these codes and statutes through appropriate College procedures.

**My signature confirms that I have read and understand the Endicott College Information Technology Acceptable Use Policy.**

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