

## **Acceptable Use Policy**

Access to and use of computer system accounts is limited to Presbyterian College faculty, staff, students, and admissions applicants. Others may be granted access for good cause from time to time at the discretion of the Dean of Information Technology.

Acceptable uses of PC's computer systems and networks include study, research, teaching, and related activities (including administrative work). Incidental personal use is permitted, so long as it does not interfere with the College's educational or administrative uses, which always take precedence.

Those using college computers or networks may not attempt to gain access (log in) to another person's account, nor may they attempt to read someone else's mail or files, unless the owner publishes the file (e.g., on a World Wide Web home page). Sharing your account with another person is prohibited. Do not give your password to anyone.

System managers may disable accounts without prior notice if there is evidence of account sharing or of an attempt to violate system, mail, or network security. Concurrent logins from different sites will be taken as prima facie evidence of account sharing or an attempted break in.

Employees who access the College's administrative computer records should assume the information contained in those records is confidential, to be accessed and used only as needed to perform their job duties. For student records, the privacy policies are outlined in *The Knapsack* section entitled "The Family Educational Rights and Privacy Act of 1974."

Mail that employees send from College accounts to College-managed lists or discussion groups may give the appearance of institutional sanction to the contents of the message. The same misunderstanding may occur when messages are posted to external lists, especially those dealing with topics related to higher education. Thus, College employees may not use their PC accounts to advocate positions on political or public policy issues in messages dealing with College business or distributed to College-related lists, unless they are authorized by the President or the Director of Communications to speak for the College on the issue. Private e-mail and scholarly communications are specifically exempt from such restrictions, although you should, of course, take care to avoid the appearance of speaking on behalf of PC when you are not.

Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited. College computers and networks may not be used for illegal activities, nor may they be used to threaten or harass others. College networks may not be used to send chain letters, nor to post solicitations or advertisements to newsgroups or mailing lists that are not relevant to the charter of the group or list.

The College endorses the Educom Code, which states “Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Those responsible for the College’s computers and networks may inspect and remove personal files only as needed to diagnose problems and maintain the system in good working order. Files on servers may be removed to conserve space. Personal files left on the microcomputers in College labs are routinely removed.

You are responsible for protecting your work. The College does not guarantee that its computers and networks will always be available when you need them, nor that any work you store will be safe from system failures or operator errors. In short, keep a copy of your work!

Questions about this policy or about the College’s computer systems and networks should be addressed to the Dean of Information Technology.

Suspected violations of the Acceptable Use Policy may result in immediate temporary or permanent loss of access privileges at the discretion of the Dean of Information Technology. Appeals regarding a loss of access privileges may be made to a committee consisting of the Dean of the Faculty, the Vice President for Finance and Administration, and the Dean of Students, whose decision is final. The Dean of Information Technology also has discretion to submit violations to the Dean of Student's office for additional sanctions, including but not limited to fines, community service hours, or other actions deemed to be appropriate.

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Questions may be sent to [webmaster@presby.edu](mailto:webmaster@presby.edu)