

LOGAN COLLEGE OF CHIROPRACTIC ACCEPTABLE USE AND ELECTRONIC MAIL POLICY AGREEMENT

The purpose of the computer resources administered by Logan College of Chiropractic is to support the educational mission of the College by enhancing instruction and research activities by providing quality, cost effective computational, information, and communication resources. Access to, and use of, these resources is granted to faculty, staff, students, and other individuals affiliated with the College under the provisions of acceptable use outlined in this document. All use of Logan's computer resources shall be consistent with the purposes and goals of the College. The successful operation of these resources requires that a College computer user regard the facilities as a shared resource, and cooperate to form a community of users with diverse interests and a common purpose. It is therefore imperative that members of this community conduct themselves in a responsible, ethical, and respectful manner.

Pursuant to Administrative Policy 2800, Logan College of Chiropractic has developed the following Acceptable Use Policy and Electronic Mail Policy. The purpose of these policies is to define Logan College of Chiropractic's position on sharing information with individuals and entities outside of Logan College, access to all Logan College computers and information contained on or access through Logan College, the reproduction and misuse of copyrighted materials, and use of electronic mail.

The use of these resources is a privilege provided by the College to its faculty, staff, and students; it is not a right. **LOGAN COLLEGE OF CHIROPRACTIC RESERVES THE RIGHT TO INTERCEPT, ACCESS, INSPECT, REVIEW, COPY, DELETE, AND/OR DISCLOSE ALL COMPUTERIZED INFORMATION AND MESSAGES SENT OVER ITS INTERNAL OR INTERNET ELECTRONIC MAIL SYSTEM OR OTHER INTERNET GATEWAY.**

ACCEPTABLE USE POLICY

The intent of the College's acceptable use policies is to ensure that all uses of Logan's computer resources are consistent with the purposes of and the resources of the College. The policy does not attempt to articulate all required or proscribed behavior by its users.

General Guidelines

- Any use of College's computer resources for illegal purposes, or in support of illegal activities, is prohibited.
- All use of College's computer resources must be in support of education or research.
- Any use of College's computer resources for commercial purposes is prohibited.

- Any use of College's computer resources for product advertisement or political lobbying is prohibited.
- No use of any College's computer resource shall serve to disrupt the use of the resource by other users.
- All cell phones must be turned off when in Learning Resources Center, labs or classrooms.
- College computer accounts should be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the College's computer resources should be assumed to be private property.
- Users are prohibited from knowingly receiving, viewing, storing, or sending documents or files that contain pornography or any form of obscene material.
- Users may not modify, convert, install or remove any system file, application software, system directory, or system settings without prior written consent from Information Systems. Nor may they access or modify any user files that are not theirs.
- Users may not modify, install or uninstall any hardware or software without prior written consent from Information Systems. Personal hardware and software are prohibited at the College without prior written consent from Information Systems.

Proper Use of Logan College of Chiropractic's Network

The network is to be used in accordance with the mission of Logan College of Chiropractic as a tool to enhance education and is not available for unrestricted use for other purposes. The following policies address the proper use of Logan College of Chiropractic's network:

- Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond their intended use. This policy applies to all College network infrastructure and services.
- Logan College of Chiropractic reserves the right to restrict access to any service detrimental to the Logan College of Chiropractic's technology resources. Attempts to bypass these restrictions will be considered a violation of this policy.
- Any user's network traffic that traverses another network may be subject to that network's acceptable use policy.
- From time to time, the College's administration will make decisions on whether specific uses of College's computer resources are consistent with this policy.

- Instructors reserve the right to prohibit use of laptops during class time. Use of computers in class must respect the rights of others, in that it must not offend others or inhibit another's education. Remember that the laptop screen is visible and computer operations may be audible to others in the class.

Prohibited Applications

Because much of the content shared by "peer-to-peer" applications is in violation of the Digital Millennium copyright Act (DCMA), and because they are in violation of Logan College of Chiropractic policy by generating excessive network traffic and interfering with the normal functioning of the network, the following applications are prohibited on the Logan College Campus and off-site facilities. This means that:

- Peer-to-peer file sharing applications including, but not limited to Kazaa, iMesh, Blubster, Limewire, WinMX, eMule and others, may not be installed or used on computers owned or managed by Logan College of Chiropractic.
- Peer-to-peer file sharing applications including, but not limited to, Kazaa, iMesh, Blubster, Limewire, WinMX, eMule and others, may not be installed or used on computers attached to the Logan College network, regardless of their ownership.
- The Logan College Information System's staff may, in order to ensure compliance with Logan College policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Logan College network.
- Streaming applications used across the Network are prohibited without prior written consent of Information Systems.

Copyrighted Material

In addition to these guidelines, users of the College's computer resources are also subject to the following concerning the use of College's computer resources:

- Copyright laws of the United States.
- Federal and Missouri laws applicable to computer use.
- Faculty members and staff who maintain Logan College web sites are to follow the "Standards and Criteria" previously approved.

Violations of this Acceptable Use Policy will result in disciplinary action, up to and including dismissal, as defined in the appropriate handbooks.

Adapted from *Acceptable Use Policy* from
<http://socony.pe.utexas.edu/Dept/Computer/au.html>, with permission from ACITS, The
University of Texas at Austin, Austin, Texas 78712-1110.

ELECTRONIC MAIL AND INTERNET POLICY

In General

Logan College of Chiropractic provides electronic mail services to support the academic, research, and administrative functions of the Institution. Faculty, Staff, Administration members and Students must be mindful that use of E-mail is a privilege, not a right, and all users should treat it as such. College-provided Internet browsing access and internal and Internet e-mail privileges, like all Logan College computer systems and networks, are considered College resources and are intended to be used for educational and/or business purposes during work time. Occasional personal use during non-work time is permitted. The College reserves the right to monitor the use of the Internet, including the identity and content of all sites visited, pages viewed, or files downloaded.

Correspondence via internal or Internet e-mail is not guaranteed to be private. E-mail sent from the College's computers and messages received on the College's computers are considered College property. The distribution of any information through the Internet, computer-based services, internal or Internet e-mail, and messaging systems is subject to the scrutiny of the College. The College reserves the right to read or otherwise monitor and review e-mail messages.

Use of Internet Browsing Access and internal or Internet e-mail may also be subject to monitoring for security and/or network management purposes. Users may be subject to limitations on their use of such resources.

Because confidentiality is not readily attainable when using E-mail and because many E-mail communications are the Institution's records, employees and students should never use E-mail to send any message that would be a source of embarrassment to the sender, to the recipient, or to Logan College of Chiropractic.

Prohibited Practices

Faculty, Staff, Administration members and Students are prohibited from engaging in any of the practices described below on the Logan College of Chiropractic network. Logan College of Chiropractic may suspend or revoke the E-mail and/or Internet privileges of any employee who abuses them. Additionally, Logan College of Chiropractic may impose appropriate sanctions, ranging from reprimand and/or suspension of email privileges, to termination/expulsion, upon a Faculty, Staff, Administration member or Student who engages in one or more of the following activities. Violations that are brought to the Information Systems Department's attention will be handled through existing disciplinary, grievance, and hearing procedures.

- Use of Electronic Mail or Internet Access that interferes with your performance and responsibilities;
- Sending obscene or offensive E-mail;
- Sending intimidating, threatening, harassing, slandering or abusive E-mail;

- Visiting Internet sites that contain obscene, hateful, or other objectionable materials;
- Intercepting, disrupting, or altering an E-mail communication without proper authorization;
- Accessing, copying, or modifying E-mail messages from or within the electronic files or records of another without permission;
- Misrepresenting the identity of the source of an E-mail communication;
- Passing off personal views as representing those of Logan College without permission;
- Allowing another to use one's E-mail account for fraudulent purposes;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Using E-mail to interfere with the ability of others to conduct Logan College of Chiropractic business or intentionally interfering with the normal operation of the network including propagating computer viruses and/or sustained high volume network traffic that substantially hinders others in their use of the network. Utilizing streaming technology is prohibited without prior written consent of Information Systems;
- Sending unsolicited "junk" E-mail or mass electronic mailings, such as chain letters, advertisements, mass mailings containing personal opinions, notices of any sort, without a legitimate Logan College of Chiropractic business purpose;
- Using the organization's time and resources for personal gain other than educational purposes specific to Chiropractic learning;
- Engaging in unauthorized transactions that may incur a cost at Logan College or initiate unwanted Internet services and transmissions;
- Attempting to break into the computer system of another organization or person;
- Using E-mail for commercial purposes unrelated to Logan College of Chiropractic business;
- Reproducing or distributing copyrighted materials without appropriate authorization;
- Using E-mail for any purpose, which violates federal law or Logan College of Chiropractic policy;
- Copying, pirating or downloading software and electronic files without permission;
- Violating copyright law;
- Inappropriate use of the Electronic Mail System or Internet as determined by Logan College of Chiropractic.