



Information Technology Acceptable Use Policy

In general, Mount Mary College provides numerous information technology resources for use by the Mount Mary College community to support its educational mission. The use of these resources must be consistent with the goals of the College. As a member of the Mount Mary College community, we are expected to act responsibly and to follow the College's guidelines, policies and procedures in utilizing information technology and electronic networks accessed by such technology. The College's acceptable-use policy includes the following guidelines and the requirement of each Mount Mary College community member, including faculty, students, staff or other users to:

A. GENERAL USAGE

Respect the rights of others to freedom from harassment or intimidation. Sending of abusive or unwanted material causing the work or college experience of others to be disrupted is a violation of College policies. It may also violate the law, and is unacceptable.

Respect copyright and other intellectual-property rights. Copying of files or passwords belonging to others will be considered a violation of College policies, a violation of law and may constitute fraud, plagiarism or theft. Software licensed by the College must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or simply damaging files) is unethical, a violation of College policies and may be a felony in Wisconsin.

Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications appear to dissociate you from responsibility for your actions and are inappropriate. Concealing your identity or misrepresenting your name or affiliation to mask or attempt to distance yourself from irresponsible or offensive behavior is a serious abuse and violation of College policies. Using identifiers of other individuals, including using such identifiers as your own, constitutes a violation of College policies and constitutes fraud.

Abide by security restrictions on all systems and information. Violating security restrictions of the College threatens the work, privacy and well being of many others. Engaging in activities, which are attempts to bypass security restrictions, is a serious violation of College policies, grounds for immediate suspension of your access privileges and other disciplinary action. Such activities may include but are not limited to: distributing or making your password or another person's password or access code available to others; or otherwise attempting to evade, disable or "crack" password or other security provisions or assisting others in doing so.

Use resources efficiently. Accepting limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the College. Such restrictions are designed to ensure fair access for all users.

Recognize limitations to privacy in electronic communications. You may have an expectation that the contents of what you write, create, store and send be seen only by those to whom you intend or give permission. However, the security of electronic information on shared systems and a network is approximately that of paper documents in an unsealed envelope--generally respected, but breachable by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create. Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your information on any computers that you use. Change passwords frequently and do not share them.

Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for uses not specifically permitted by the College, or assisting another in such use, is a serious violation of College policies and grounds for disciplinary action and other sanction.

The College extends College policies and procedures for use and access to information technology and systems outside the College accessed via College facilities. Network or computing providers outside the College may additionally impose their own conditions of appropriate use, for which you are responsible.

In the College's discretion to maintain continued reasonable services to the rest of the community, or in cases of irresponsible use, units providing resources may suspend privileges and may disallow connection of computers (even personal ones) to the campus network or take or recommend other action necessary or appropriate. System maintenance may involve the investigation of technical problems or possible unauthorized or irresponsible usage. Mount Mary College users are expected to cooperate with investigations by resource managers or other College officials. Failure to cooperate with official investigations may be grounds for suspension or loss of access privileges or other action determined by the College. Cases of apparent abuse or violation of College guidelines, policies or procedures will be referred to the appropriate College body for action.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of the information technology resources should be brought in writing to the attention of the Vice President for Academic and Student Affairs or the Director of Computer Services.

B. ON-LINE NETWORK USE

Use of On-Line Networks Mount Mary College has computers capable of accessing Internet, World Wide Web and other on-line computer networks (collectively, "on-line networks"). Members of the College community are encouraged to use on-line networks for educational purposes under the appropriate circumstances. However, in order to protect College rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student or faculty member posts on or transmits through on-line networks, certain rules must be followed. Anyone who violates College policies including those set forth in the Mount Mary College Student Handbook, and others adopted by the College from time to time or applicable law, shall be subjected to sanctions determined by the appropriate College personnel and policies.

Passwords. You may be given passwords for accessing on-line networks ("Mount Mary passwords") and be authorized to use one or more Mount Mary password for specific purposes. You are responsible for maintaining all Mount Mary passwords in confidence and not to disclose or make available any to third parties without our prior written consent. You will be held responsible and will be liable for any harm resulting from your disclosing or allowing disclosure or improper use of a Mount Mary password.

On-Line Conduct. On-line networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any conduct that in our sole discretion restricts or inhibits others from using an on-line network or violates College policies or applicable law is not permitted and will be subject to sanction and disciplinary action. Users are prohibited from posting on or transmitting through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening material of any kind. Users are also prohibited from posting on or transmitting any material, which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or College policies. The College reserves the right to restrict and/or interrupt communications through or by use of any of its computers or computer services, which is believed to be harmful to the College or to others. More specifically and without limitation, the following conduct violates College policies and is not permitted.

Offensive Communication. Use of vulgar, abusive or hateful language is prohibited.

Harassment. Targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment, which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or organization, or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited.

Offensive Graphic Files Transmitting through or posting on any on-line network sexually explicit images or any other content deemed to be offensive is prohibited.

Impersonation. Communication under a false name or designation or a name or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of Mount Mary College are prohibited.

Chain Letters and Pyramid Schemes. Transmission of chain letters and pyramid schemes of any kind is prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on utilizing the structure of a chain letter are also of questionable legality.

Improper Advertising, Solicitation. Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by College policies and in those areas that are designated for such a purpose, for example, a classified ad area.

Improper Use of Copyright and Proprietary Information of Others. You may, subject to College policies and authorization, upload to software files or otherwise distribute on on-line networks only information [1] not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as "Copyright owned by [name of owner]; used by permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of College policies and could subject you to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

Use of Mount Mary College Name. You may not, under any circumstances, without the College's prior written consent, use the name "Mount Mary College" in any form or use any symbol or logo or graphic used by or associated with Mount Mary College alone or with the name "Mount Mary College" or any name, symbol, logo or graphic confusingly similar to Mount Mary College's name, symbols, logo or graphics as part of an e-mail address, a "home page" or a second or higher level domain name for any on-line network you utilize, originate or register with Internet or similar authority. Unauthorized use of the name "Mount Mary College" or any symbol, logo or graphic used by or associated with the College or any confusingly similar thereto, is a violation of College policies and subject to sanctions.

[1], Information can include software, photographs, videos, graphics, music, sounds and other material collectively referred to as "content"