**Prohibited Uses**

The primary use of computer and the Dickinson campus network must be related to legitimate academic pursuits, the College's business and to the employee's job functions within the College. Personal and incidental use of IT resources is permitted provided that such use does not degrade productivity, quality or service to students and others whom we serve and does not interfere with the user's job responsibilities or other obligations to the College.

The uses of the College’s IT resources are specifically prohibited when they:

- Directly or indirectly interfere with the College's operation of electronic mail services, computing capacity or network capacity.
- Download offensive or derogatory material from the Internet that act to create a hostile work environment.
- Duplicate copyrighted or licensed software or media.
- Use illegal copies of software.
- Send harassing or offensive communications or use college computer systems to harass others.
- Initiate or forward electronic chain letters.
- Gain or attempt to gain unauthorized access to, or make unauthorized use of, another's individual network login or password, computer accounts, disks, files, equipment, networks, or facilities.
- Read files or email for which the individual is not authorized.
- Modify equipment, accounts, disks, or files of other employees, except when authorized by LIS.
- Use products not acquired by the college to attempt to permanently delete information stored on a college computer or server.
- Attempt to deceive other computer users through false representation or forgery.
- Attempt to defeat any security mechanism, including automatic idle session timeouts, which have been put in place to protect the integrity of computer systems, information, and networks.
- Intentionally introduce harmful software or release a virus, worm, or other program that damages or otherwise harms a system or network.
Prohibited Uses

- Interfere with any other person’s fair use of computer systems.
- Compromise any computer system by releasing privileged or sensitive information, including personal passwords.
- Run a personal business.
- Use college computer systems and the college network to support an external organization that is not related to the employee’s job responsibilities unless authorized by his or her supervisor.
- Establish workgroup file sharing, print sharing or peer to peer services on any segment of the Dickinson campus network without approval from LIS.
- Implement private wireless access points on the Dickinson campus without the prior approval of LIS.
- Attempt to access the campus network from off campus using products not provided by LIS.
- Violate the privacy of others (for example, reading their files or computer mail, recording, broadcasting or publishing activities in which they have a legitimate expectation of privacy).
- Violate any local, state or federal law.

The prohibited uses are not intended to restrict academic freedom. Nevertheless, members of the College community will remain responsible for prohibited uses which have no reasonable relationship to teaching, learning, research, or job functions.

Employees and students are advised that the use of the College's computers and networks constitutes consent to monitoring of electronic communications, including electronic mail, mailboxes, Internet and the contents created or stored on any College computer or network related equipment is conditioned upon adherence to College policy. Failure to adhere to this policy may result in the loss of email and computing and network access privileges and discipline up to and including censure, expulsion or termination in addition to any applicable civil or criminal penalties.

Disciplinary actions involving Faculty will be initiated by the Provost and Dean of the College in consultation with the Faculty Personnel Committee as appropriate.

Disciplinary actions involving College administrators or staff will be referred to the normal personnel procedures by the employee's division head.

Disciplinary actions involving students will be referred to the student conduct system by the Dean of Students or his or her designee.

Related Information
Prohibited Uses

History/Revision Information

Responsible Division/Office:

Effective Date:

Last Amended Date: November 1, 2011

Next Review Date:

Also Found In: