Guidelines for Computer Usage

Briar Cliff seeks to provide a quality technological environment in which certain standards are observed. Use of the technology resources is limited to purposes related to the University's education mission. Use of University technology resources is a privilege, not a right. Responsibilities accompany that privilege; understanding them is important for all computer users.

Use of technology resources requires compliance with University policies and all governing federal and local laws. All Briar Cliff students, employees and guest users who are authorized to use Briar Cliff computing services are responsible for understanding and complying with this policy.

All users must use the resources legally and ethically and comply with the expectations outlined. These policies apply to all hardware and software that use University resources, regardless of who owns the equipment or programs.

UNIVERSITY TECHNOLOGY RESOURCES USERS MUST:

- Comply with the following Acceptable Use Policy;
- Acknowledge that use of Briar Cliff technology resources indicates acceptance of the policy;
- Understand that using a personally-owned computer on the Briar Cliff network obligates the owner to comply with the University Acceptable Use Policy; and,
- Understand that University computer facilities, electronic classrooms and courses are established for educational purposes and these purposes take priority.

BRIAR CLIFF UNIVERSITY ACCEPTABLE USE POLICY

Briar Cliff's Information Technology (IT) resources support education, research and communication. The following activities are acceptable uses of this technology:

- Classroom instruction, class assignments, faculty and student research;
- Official work of students, employees and student/campus organizations of the University;
- Electronic communication that supports instruction, research and official work; and
- Personal use by authorized users that does not interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or University policy.

IT IS A VIOLATION OF THE ACCEPTABLE USE POLICY TO ENGAGE IN ANY OF THE FOLLOWING BEHAVIORS:

- Violate copyright law in any manner, including downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements. Computer software must be used in accordance with license agreements, whether licensed to the University or to the individual;

- Use of another person's account or PIN number, or giving out a password, PIN number or identification to another person for the purpose of gaining access to a University-owned computer, network or database resource. Users are responsible for safeguarding their user IDs and passwords for all transactions made under their IDs and passwords;
- Access a file on a University-owned computer or network without the permission of the owner in order to copy, rename, modify or examine it, or to change file protection or visibility. Lack of protection on a file does not imply right of access;
- Interrupt or inhibit the access of others to Briar Cliff technology resources by actions such as distributing computer viruses, worms or bulk e-mail. Current virus-scanning software is required for all student and employee networked computers;

- Operate a University-owned computer in a manner that is wasteful of computing or network resources;
- Gain access to Briar Cliff technology resources when one is no longer an eligible user;
- Employ a computer to annoy or harass other users, e.g., sending obscene, abusive or threatening e-mail;
- Misuse information accessed while performing work as a Briar Cliff employee.
- Information stored on administrative computers and servers is confidential. Use or distribution of such information other than as authorized or assigned is prohibited by University policy and federal laws;
- Misuse information accessed while performing tasks within BCU Online. Information including, but not limited to testing, homework and assignments is confidential and not to be shared with any unauthorized persons without explicit permission;
- Access or attempt to access the University's administrative systems and records without explicit permission;
- Read or in any way modify the University's administrative system data without explicit permission; distribute, publish or in any way make known any such data to unauthorized persons;
- Tamper with computers, printers or other associated University-owned equipment;
- Remove, without authorization, computer equipment, disks, paper documentation, data or other technology resources; and
- Connect any device, other than a computer or printer (e.g., game console, network hub or router, etc.) to Briar Cliff's computer network.

COMPUTING RESOURCES
The accidental or intentional introduction of a destructive program, such as a "virus," may have serious consequences to the network. Users must understand the threat of viruses and use adequate protection against spreading them. Attempts to compromise the University computer security systems will not be tolerated.

COMPUTING RESOURCES MUST BE USED IN ACCORDANCE WITH HIGH ETHICAL STANDARDS WHICH INCLUDE:
Violations of computer system security:
- Unauthorized use of computer accounts, files and data, which do not belong to the user
- Unauthorized use of access codes assigned to others
- Violation of another user's privacy

ACCOUNT ACCESS
No person may use or attempt to use any computer account other than his/her own assigned account. An account holder may not lend his/her account(s) to another user. A user should access or attempt to access only files which have been made accessible to him/her. Any user who is eligible to view or change sensitive institutional data must maintain appropriate confidentiality and security of that information, in accordance with University policies and federal laws. Users must not use their network security permissions to obtain sensitive information beyond what is directly related to their jobs.

COURTESY
Misuse of University-owned computers and network resources may result in the suspension of privileges. General, University-owned desktop computers, network resources, software, peripherals and electronic mail must be used for academic or administrative purposes only. Illegal pornographic, threatening or nuisance messages violate the user's pledge to use computing facilities ethically.
Proper use follows the same standards of common sense, courtesy and restraint in the consumption of shared resources that govern use of other public facilities and includes:

- Regular deletion of unneeded files from one's accounts on servers;
- Refraining from overusing information storage space, printing or processing capacity;
- Refraining from sharing accounts with ineligible parties;
- Acquiring accounts for which one is ineligible;
- Refraining from the distribution of mass e-mails without proper authorization.

SANCTIONS
These computing policies are endorsed by Briar Cliff, the Information Technology Center and the Student Government Association. The University may take disciplinary and/or legal action against any individual who violates any computing policies. This action could include temporary or permanent suspension of privileges to all or part of the University computing facilities, suspension or permanent separation from the University. Illegal acts involving BCU's computing resources also may be subject to prosecution by legal authorities.

PRIVACY
Briar Cliff seeks to protect computer information, recognized as a primary administrative, educational and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption or disclosure. To support the effort to protect the integrity of its computing systems, workstations, networks and lab facilities, the University has the right to monitor its computing facilities.

Briar Cliff has an obligation to respect the privacy of a user's network account, files, electronic mail and network transmissions to the best of its ability. With reasonable cause, BCU has the right to monitor any and all aspects of a system, including individual login sessions to determine if a user is acting in violation of the policies set forth in this document or as stated by law.

LIABILITY
Briar Cliff expressly and explicitly disclaims any liability or responsibility for violations of these policies above. Briar Cliff does not warrant that the function or services performed by users, or that the information contained on the University's technology resources, will be kept confidential, meet the users' requirements or that the resources will be uninterrupted or error free, or that defects will be corrected.