

# St. Norbert College Computing and Networking Appropriate Use Policy

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## Introduction

St. Norbert College provides computing and networking facilities to support its educational mission. These facilities include central computer systems, personal computer laboratories, communications networks, and associated software, files, and data. The computing and networking facilities are a College community resource. Their use by students, faculty, staff, and other members of the College community is a requirement and a right that is accompanied by a corresponding responsibility to use them in an appropriate manner.

Each computer user must respect the rights of others. Users must apply the highest level of ethical conduct to their use of computing and networking facilities.

## Confidentiality and Privacy

The College will treat personal files and communications as confidential and will only examine or disclose their contents:

- when authorized by the owner, or
- when directed by the combined authorization of the Director of Information Technology and the appropriate Vice President. Such actions will be taken when:
  - required by legal obligations or responsibilities;
  - there is evidence or presumption of violation of civil or criminal laws;
  - there is evidence or presumption of violation of College policies;
  - there is concern about the safety or well-being of a member of the College community.

## Appropriate use of computing and networking facilities

Students, faculty, staff, and other members of the College community may:

- use College-owned computers, programs, and data to which each individual is authorized access;
- connect to College-owned resources with their own computers;
- use College-provided networking, including access to the Internet;
- use computing and networking facilities and resources for the purposes for which they are assigned, particularly in the case of specialized facilities;
- use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of the College.

## Inappropriate use of computing and networking facilities

Students, faculty, staff, and other members of the College community may not

- use computing and networking facilities and resources in a way that violates any applicable laws, contractual agreements, or licenses, including copyright laws;
- use computing and networking facilities and resources in a way that is not consistent with the mission and educational purpose of the College, misrepresents the College, or violates any College policy including the Academic Honor Code and the College's behavioral policies;

- use computing and networking facilities and resources in a manner considered harmful or harassing to a person or that would violate human dignity as described in the St. Norbert College Core Values;
- use computing and networking facilities and resources in a manner that interferes with the ability of others to make effective use of these facilities, including:
  - disruption of computer operations or communications,
  - destruction or unauthorized modification of equipment;
- view, copy, alter, or destroy data, software, documentation, or data communications belonging to the College or another individual without permission;
- consciously disregard computer security directives, such as:
  - using a computer account belonging to another individual;
  - sharing their passwords with another individual or permitting another individual to use their accounts;
  - exposing other computers or the network to security threats such as viruses and spyware.

## **Sanctions for inappropriate use**

Sanctions for inappropriate use of computing and networking facilities and resources may include, but are not limited to, one or more of the following:

- temporary or permanent revocation of access to some or all computing and networking resources and facilities;
- disciplinary action according to applicable College policies;
- legal action according to applicable laws and contractual agreements.

Individuals concerned about any violation of this policy are encouraged to contact the Director of Information Technology or the Vice President of Student Life.

*Passed by:  
Computer Services Advisory Committee  
February 2006*