



AQUINAS COLLEGE NETWORK ACCEPTABLE USE POLICY (AUP)

INTRODUCTION

The Aquinas College Network is a communication and resource tool provided by the College for the Aquinas Community. This policy is essential for managing and sustaining the integrity of the Aquinas College Network and all computing resources Aquinas College makes available to students. The policy reflects the ethical principles outlined in the Aquinas College Student, Faculty, and Staff Handbooks and indicates, in general, the privileges and responsibilities of users.

DEFINITIONS

Acceptable Use Policy (AUP) – Policy outlining the ethical, fair, and appropriate use of the Aquinas College Network.

Administrator of the AUP – The individual charged with the responsibility to enforce the AUP. Student enforcement is the responsibility of the Dean of Student Affairs. Faculty enforcement is the responsibility of the Provost. Staff enforcement is the responsibility of the respective managing vice president.

Aquinas College Community – The Students, Faculty, and Staff of Aquinas College.

Aquinas College Network (Network) - The information technology infrastructure that provides Aquinas College connectivity, data storage, and other technologies to the Aquinas College Community. This includes World Wide Web resources designed and maintained by Aquinas College.

Aquinas College Technology Assistant (TA) – The source for students to register complaints or questions - located in AB 350.

Aquinas College Technology Help Desk (Help Desk) – The source for Faculty and Staff to register complaints or questions – located in AB 350.

E-mail Address Mapping – The mapping of an e-mail address in the form of firstname.lastname@aquinas.edu to your Aquinas assigned e-mail address.

Guest – Any known or unknown individual that does not fit the definition of a member of the Aquinas College Community.

Guest Sponsor – A member of the Aquinas College Community that requests access to the Aquinas College Network for a Guest.

Information Technology & Services (ITS) - The department which administers and maintains the Aquinas College Network.

User – A member of the Aquinas College Community or Guest who has been authorized network



AQUINAS COLLEGE NETWORK ACCEPTABLE USE POLICY (AUP)

access or a network account.

System Administrator - The Director of Information Technology & Services or designated individual who has system privileges and is responsible for the operation and security of one or more networked computing resources.

PURPOSE

The purpose of the Aquinas College Network is to contribute to the realization of the Aquinas College Mission through the utilization of information technology to broadly enhance educational instruction and the learning process.

The intent of this policy is to make clear the responsible use of the Aquinas College Network, not to exhaustively enumerate all possible violations.

ACCEPTABLE USE OVERVIEW

The following represents a guide to the acceptable use of the Aquinas College Network. **Compliance with the policy is required for Network access. Any user - in order to use the Network or any other networks which are used as a result of their Aquinas College Network connection - must comply with this policy. Logging into the Network or Aquinas web based resources constitutes agreement to comply with the AUP.**

Responsibility for learning about and complying with Aquinas' Acceptable Use Policy ultimately rests with the individual. Aquinas College will assist the user in understanding acceptable and unacceptable uses.

In general, the main principles of the Aquinas College Network Acceptable Use Policy includes the following:

- To respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user.
- To respect the legal protection provided by copyright and license to all intellectual property holders including, but not limited to software, data, music, and film.
- To respect the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
- To respect the purpose of the Aquinas College Network. The use of the Network for commercial purposes is permitted only by special arrangement with the appropriate College official in consultation with the Systems Administrator or as defined in existing Aquinas College



AQUINAS COLLEGE NETWORK ACCEPTABLE USE POLICY (AUP)

policies.

POLICY AND GUIDELINES

The following policies and guidelines will be applied to determine acceptable use of the Aquinas College Network.

The System Administrator is responsible to determine acceptable uses of the Aquinas College Network and may temporarily suspend a user's rights during an investigation period. The respective Administrator of the AUP will grant ultimate approval and oversight.

- Users of the Aquinas College Network are expected to practice cooperative computing.

Cooperative computing includes, but is not limited to, the following:

- » *Reading and deleting E-mail on a regular basis (min. two to three times weekly)*
- » *Use mailing lists and list servers responsibly; stop mail while away for extended periods of time i.e. semester break.*
- » *Reviewing and deleting unneeded files weekly from one's account*
- » *Refraining from excessive use of connect time, information storage space, printing facilities, or processing capacity*
- » *Refraining from excessive use of interactive network utilities*
- » *Refraining from use of sounds and visuals which might be disruptive or offensive to others*
- » *Refraining from use of any computing resource in an irresponsible manner*
- » *Refraining from unauthorized use of departmental or individual computing resources, such as a personal or departmental laser printer or modem.*

- Malicious use is not acceptable.

Use should be consistent with the ethical standards accepted by the Aquinas community and outlined in the Aquinas College Student, Faculty, and Staff Handbooks. The Aquinas College Network may not be used in ways that violate applicable laws or regulations. Use of the Aquinas College Network in a manner that precludes or significantly hampers its use by others is not allowed.

Malicious use includes, but is not limited to, the following:

- » *Harassment of other users*
- » *Libeling or slandering other users*
- » *Destruction of or damage to equipment, software, or data belonging to the College or other users*
- » *Disruption or unauthorized monitoring of electronic communications*
- » *Unauthorized copying or transmitting of copyright-protected material*
- » *Violation of computer system security*

AQUINAS COLLEGE NETWORK ACCEPTABLE USE POLICY (AUP)

- » *Reconfiguring Aquinas College computer resources or installing software and hardware without permission from the System Administrator*
 - » *Use of access codes or network identification numbers assigned to others*
 - » *Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth)*
 - » *Use of Network Address Translation (NAT) and Tunneling Programs and Devices*
 - » *Concurrent use of unapproved modems and networking devices*
 - » *Academic dishonesty (plagiarism, cheating, et al)*
 - » *Violation of software license agreements*
 - » *Violation of another user's privacy*
 - » *Displaying, sending, or creating links to offensive materials*
- Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.
 - Use of the network for games that are not part of an academic program is not acceptable. Such use places a heavy load on scarce resources and limits other users' access time for accomplishing their work.
 - The user has responsibility for maintaining the security of information and personal data stored on the Aquinas College Network. The user is also responsible for knowing the policies concerning the storage of such information.

Therefore:

- » *Falsification of information by a user applying for Network access is a punishable disciplinary offense.*
- » *Users are prohibited from sharing their personal computer accounts, passwords and other types of authorization with others.*
- » *The user should assign a secure password and change it frequently. (A list of password guidelines is posted in computer labs and available through ITS.)*
- » *Creating viruses, worms, and malicious code is prohibited.*
- » *The user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or distributor of these processes.*
- » *E-mail address mapping must represent the identity of the account holder, using the given first name or a recognized variant acceptable to the College.*

Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user.

CONFIDENTIALITY

In general, Aquinas College will treat information stored on the Aquinas College Network as



AQUINAS COLLEGE NETWORK ACCEPTABLE USE POLICY (AUP)

confidential whether or not that information is protected by the computer operating system. With reasonable cause for suspicion, requests for disclosure 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 will be approved by the Administrator of the AUP and retrieved by the System Administrator. Viewing of information in the course of normal system maintenance is not a breach of User confidentiality. All users are responsible for reviewing and familiarizing themselves with the Aquinas College Privacy Policy.

REMEDIAL ACTIONS

Violators of the Aquinas College Acceptable Use policy will be subject to the disciplinary procedures of the College as outlined in the Aquinas College Student, Faculty, and Staff Handbooks. Each incident will be dealt with in a serious and appropriate manner. The System Administrator has the right to temporarily suspend computer privileges during an investigation.

All users of the Aquinas College Network are responsible for respecting and adhering to local, state, federal and international laws as well as the laws governing and policies of service providers. Any attempt to break those laws through use of the Aquinas College Network may result in action against the offender by the proper authorities. If such an event should occur, Aquinas College will fully comply with the authorities to provide any information necessary for investigation and compliance.

All guests granted access to the Aquinas College Network are bound to the same policies and procedures set forth in this document. Any necessary disciplinary action will be coordinated through the Sponsor and the Sponsor's respective Administrator of the AUP.

DISCLAIMER

As part of the services available through the Aquinas College Network, users will have access to a large number of information sources and materials. Some of these may contain objectionable material.

Aquinas College assumes no responsibility for the content of those entities over which it has no control. Please be aware of the potentially offensive material found in those sources. The College neither assumes responsibility for, nor endorses, any of the content found therein.

Direct questions and report problems to the Aquinas College Technology Help Desk.