



**OVERVIEW:** This policy informs the college community of the computing policies and regulations and enforcement through the conduct office.

**OFFICE/DEPARTMENT RESPONSIBLE:** Student Conduct Office

**DATE UPDATED:** Approved by the College Council on April 4, 2006.

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## **Computing Policies and Regulations**

The following actions are prohibited by the College's *Code of Student Social Conduct*:

- A. Theft, unauthorized possession of or damage to College property, theft of College services, or theft of or damage to property of another on institutional premises. Property includes, but is not limited to, data and information stored on electronic or computer media.
- B. Gaining unauthorized access to data or information on institutional files, including those files on electronic computer media, or to data or information which is the property of a member of the institutional community stored on the College's electronic computer media.
- C. Theft or other abuse of electronic technologies, including but not limited to:
  - 1. Unauthorized entry into a system (voice/data/video/mechanical/security), to use, read or change the contents, or for any other purpose.
  - 2. Unauthorized transfer of a file.
  - 3. Unauthorized use of another individual's identification and password.
  - 4. Use of computing facilities to interfere with the work of another individual(s).
  - 5. Use of computing facilities to interfere with the operation of any computing system.
  - 6. Use of electronic mail to send chain letters, harassing messages, etc., or for other non-educational purposes.
  - 7. Use of computing facilities for personal business, profit-making activities or excessive game playing.
- D. The College has strict policies concerning academic dishonesty that are described in the Policy on Student Academic Dishonesty. Such rules refer to the use of materials stored on electronic and computer media as well as printed material.
- E. The College communicates many policies and requirements through pop-ups in the Student Information System. Students must allow pop-ups on official College Web sites. It is the student's responsibility to be aware of the information contained in these pop-ups, and to act on it accordingly. If a student elects not to allow pop-ups, it will not excuse that student from knowing and complying with the information contained in them; the student will be subject to all applicable penalties if s/he fails to adhere.

### **I. Internet/E-mail Rules and Regulations**

The College has adopted e-mail as the official communication method with students. Implementation details are not available at the date of this publication. Please watch for details on

the College home page at *brockport.edu*. By accessing their account through the network, hardware or software provided by The College at Brockport, users agree to the following rules and regulations for internet and e-mail use. These rules and regulations have been formulated to inform users of acceptable and appropriate use of Internet and e-mail.

- A. Internet/e-mail use must conform with the goal of facilitating the exchange of information to support the College's mission of student learning and scholarship. Any act contrary to this mission, whether specifically mentioned below or not, will be considered abuse of the Internet/e-mail privilege and may result in campus judicial action including, but not limited to, loss of access.
- B. Any use of Internet/e-mail which results in plagiarism, copyright infringement or any other violation of academic regulations is not allowed.
- C. The College at Brockport provides Internet and e-mail access for educational and research purposes only. The College at Brockport Internet/e-mail accounts are not to be used for personal business, profit-making activities or game playing.
- D. All uses of Internet/e-mail that harass, annoy or otherwise inconvenience others are not acceptable. This includes, but is not limited to, random mailings (junk mail), casual contacts (who-are-you mail), chain letters or offensive language or graphics (whether or not the receiver objects, since others may come in contact with it). Spoofing, spamming and use of aliases to conceal one's identity are not allowed.
- E. Users should understand that Internet/e-mail is **not** secure. No guarantee of security or even arrival of transmissions is made. Internet and e-mail should not be used for the transmission of confidential or sensitive data. Users agree to respect the privacy of others' information.
- F. Users agree to use software and network access at their own risk. Problems should be reported immediately to an Information Technology Systems staff member.
- G. Users agree to respect system capacity. Mail files should be brief, limited to 1 MB in size (including attachments). Files exceeding this limit should be split up and sent at appropriate intervals. Users have 10 MB for storage.
- H. Users agree that accounts are for their personal use only. Using someone else's account or allowing others to use your account is not permitted.
- I. Any other act which violates the spirit of these rules or any academic regulation is considered a serious offense and may result in permanent loss of computing privileges.

## II. **Computing Resources Use**

The policies and regulations of the university, the College, and New York state govern the use of computing resources available at the College. The following summary is intended to highlight those aspects of use where questions commonly occur.

- A. Computer services will not be provided, free or at a fee, to any commercial or industrial organization. Computer services may be provided in connection with software development pursuant to agreements with commercial or non-profit entities that further the educational and research mission of the College. Such efforts, as well as all funded research use of campus computing facilities, require the approval of the chief information officer.
- B. No member of the College community will be allowed the use of computing facilities to develop systems or to run programs which are done as part of their capacity as consultant or part-time employee of an outside firm or agency.

- C. Where any question exists regarding the use of resources, the chief information officer should be consulted. Approvals from the provost or the president of the College may be required for certain uses.
- D. Abuse or misuse of computing facilities by users will be reported to the appropriate authority.