

# BRYN ATHYN COLLEGE



FOUNDED IN 1877

## Acceptable Use of Computer Network Policy

Last Policy Update/Approval	Reviewed 3/2/23
Responsible Party	Network Services
Affected Parties	All Students & Employees

### OVERVIEW

Bryn Athyn College promotes access to a wide range of information and computer services for academic, instructional, administrative, and research purposes. All access to Bryn Athyn College network and computer systems is granted subject to college policies as written in the student handbook, and local, state, and federal laws. This policy applies to all users of information technology (IT) resources owned, operated, or provided by the college. Information transmitted or stored on college IT resources is considered the property of the college unless specifically identified as the property of other parties.

### PURPOSE

Acceptable use always is charitable, ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

### POLICY

In making acceptable use of resources you must:

- Use resources only for authorized purposes.
- Protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Install, use, and regularly update malware protection software.
- Use only supported and patched applications and operating systems. Exceptions must be approved by the college.

In making acceptable use of resources you must NOT:

- Use the college's system or networks for purposes of academic misconduct.

- Use another person's system, userID, password, files, or data without permission.
- Share your credentials.
- Comment or act on behalf of the college without authorization.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to college data.
- Use college systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Commit copyright infringement. Copyright infringement includes but is not limited to making or using illegal copies of copyrighted materials or software, storing such copies on college systems, or transmitting them over college networks; sharing video, audio, or data without permission from the copyright owner, and using unlicensed software, images, or intellectual property; and unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the college's systems or networks for personal gain; for example, by selling access to your user ID or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
- Engage in any other activity that may cause harm in any sense. If unsure of any activity, reach out to the helpdesk.

### **All Rights Reserved**

The college reserves the right to access, monitor, review, and release the contents and activity of an individual User's account(s) as well as that of personal Internet account(s) used for college business. The college reserves the right to access any college owned resources and any non-college owned resources on college property, connected to college networks, or containing college data. This action will only be taken after obtaining approval from an authorized college office (e.g., Chief Information Officer, General Counsel, etc.), or in response to a subpoena or court order.

### **Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act [Title 17 of the United States Code]. These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can,

in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).)

### **Enforcement**

Bryn Athyn College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations.

Violators are subject to disciplinary action. Offenders also may be prosecuted under applicable local, state, and federal laws.

### **Information Disclaimer**

Individuals using computer systems owned by Bryn Athyn College do so subject to applicable laws and college policies. Bryn Athyn College does not claim any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of Bryn Athyn College, its faculty, staff, or students.