

**Applies to:** (examples; Faculty, Staff, Students, etc)

Faculty , Staff , Students , Contractors\_Vendors

**Policy Overview:**

Issued: 11-30-2018

Next Review Date: 03-02-2022

Frequency of Review: Annually

The Conditions of Use and Computing Ethics applies to all active members of the College community, including faculty, students, staff, and affiliates, and to authorized visitors, guests, and others for whom College technology resources and network access are made available by the College. This policy also applies to campus visitors who avail themselves of the College's temporary visitor wireless network access, and to those who register their computers and other devices through Conference and Event Services programs or through other offices, for use of the campus network.

**Details:**

**Conditions of Use**

In the Policy below, the term "computing facility" means any and all forms of computer-related equipment, tools, and intellectual property. This includes computer systems, personal computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned, leased, or arranged for by the College or which the College possesses, has custody over, or controls. To be clear, "computing facility" includes cloud or internet-based services arranged for by the College or generally available cloud or internet-based services that you use to conduct College business or store College data.

By using the College's computing facilities, you agree and are on notice that the College has made no representation as to the privacy of any communication or data stored on or sent through these facilities; that the College has reserved the rights set forth below; and that the use of these facilities is limited to College-authorized purposes.

The use of the College's computing facilities in connection with College activities and de-minimis personal use is a privilege extended to various members of the College community; it is not a right. Users of the College's computing facilities are required to comply with, and by using such facilities agree that they are on notice of and agree to comply with, be subject to, and grant the College the right to implement the Conditions of Use and Computing Ethics policy. Users also agree to comply with applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the College's tax-exempt status or that would subject the College to liability.

To protect the integrity of the College's computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of or in aid of a violation of College rules, policies, and applicable laws. The College reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of College rules or policies. The College also reserves the right periodically to examine any system and any other rights necessary to protect its computing facilities.

The College is not responsible for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities, system malfunction, or any other cause.

The College reserves the right to amend these Conditions of Use at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with other published policies and with applicable federal, state, and local laws.

**Procedures:**

St. Louis College of Pharmacy provides an electronic infrastructure to be used primarily for educational and research purposes directly relating to the mission of the College. While incidental personal use is permissible, it must not interfere with normal daily use, and must follow all other guidelines as set forth in this policy.

- It is important to remember that campus technology is comprised of shared resources, and it is imperative these resources not be compromised. Your activities must never:
  - # Interfere with other users' education, research, or productivity.
  - # Be offensive to others.

- # Include personal for-profit marketing endeavors
- # Consist of behaviors or actions that are illegal.
- # Monopolize system resources.
- Any attempt to “hack” into any College system, user account, or technology is strictly prohibited
- Use your storage space in O365 (One Drive) or G: Drive (Department Drive) to back up important data. Please delete items that you no longer need.
- Users working with CI (Customer Information) or PII (Personally Identifiable Information) should review and follow the guidelines in the security policy “Customer and Personally Identifiable Information”. This policy can be found online at policies.stlcp.edu.
- Do not overload the network with excessive data, especially large or numerous downloads, file sharing, and online gaming.
- Do not share your password with anyone, nor allow others to use your account. You are ultimately responsible and liable for any activity conducted under your username.
- Connecting personally owned computers or network devices (switches, wireless access points, routers, etc.) to the campus’s secured network is strictly prohibited. Allowing such equipment to connect to our network has proven to require additional (and costly) technical oversight and it poses significant security risks to the campus network; thus, potentially affecting all users. The wireless network Skynet has been designated for connecting unmanaged devices.
- Users working with Restricted Use, Confidential or Internal information must comply with the Data Protection Standards put in place by the college. See the College’s institutional policy library website to view a full list of all policies encompassed in the Data Protection Standards.
- Users at the College are expected to make appropriate use of the College Telephone/Voicemail system.

Examples of inappropriate actions:

- Unauthorized entry into a voice mailbox
- Unauthorized use of another individual’s identification and authorization code
- Use of the College telephone system to send abusive, harassing, or obscene messages
- Making personal long distance calls
- Software such as anti-virus that is preinstalled on your machine for security or management purposes should not be removed or manipulated in a way that changes its configuration.

### **College Inspection of Personal Electronic Information**

All information technology resources, including computer networks, equipment and connected resources, provided by the College are the property of the College. The College values the principles of academic freedom and privacy and does not condone casual inspection of the information contained within or transmitted via these resources. However, electronic information on the College’s networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the College, in its sole discretion, when:

1. It is necessary to maintain or improve the functioning of College computing resources;
2. There is a suspicion of misconduct under College policies, or suspicion of violation of Federal or State laws;
3. It is necessary to comply with or verify compliance with Federal or State law including e-discovery procedures; or
4. If it will serve a legitimate business need of the College.

### **E-mail & Internet**

- Your College email account is the official method of communication for the campus. Please check it regularly, and discard any items that you no longer need.
- Do not use e-mail to spam, intimidate, harass, or otherwise disturb others.
- Email is not a secure means of sending or storing sensitive information. St. Louis College of Pharmacy does not guarantee the privacy and security of e-mail.
- Be professional and use good judgment when utilizing social media sites/applications, etc.
- Sending, receiving, or sharing material that is threatening, violent, defamatory, or illegal is absolutely prohibited.
- Abide by all copyright laws when downloading, viewing, using, or sharing any material. Plagiarism and copyright infringement are serious crimes with serious consequences.

### **Student Organizational Web Pages**

- Student organization websites must be deemed “in good taste” and must follow the general guidelines of all other sections of this policy, as well as those set forth in the Student Handbook and the Student Code.
- Student organizational websites may not be used for commercial advertising.

### **Summary**

Each user shall conduct themselves with morality, fairness, and respect. Engaging in any activity that violates the policies outlined in this document can lead to loss of use and access privileges, as well as other disciplinary procedures within the scope of the St. Louis College of Pharmacy’s policies, including dismissal or termination from the College. Please refer to the Staff Handbook, Faculty Handbook, and the Student Code of Non-Academic Conduct for detailed conduct and disciplinary guidelines. In addition to the

College's policies, there are an increasing number of federal, state, and local regulations governing the use of electronic resources that allow criminal charges to be filed if applicable.

**Responsibilities:**

<b>Position/Office/Department</b>	<b>Responsibility</b>
All computer and infrastructure users	Comply with conditions of use and computing ethics contained in this policy.

**Resources:**

- Acceptable Use of Library Resources Policy
- Digital Millennium Copyright Act Policy
- Web-site Privacy and CAN SPAM Act Policy - Interim

**Policy Contacts:**

<b>Name</b>	<b>Contact Information</b>
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