

Electronic Communications Systems

INTRODUCTION

Manor College is pleased to offer its users access to a variety of electronic communications systems.

Our goal in providing this access to college users is to promote excellence in higher education by facilitating resource sharing, innovation and communication in support of the college mission.

College users are defined as students, faculty, staff, alumni and authorized guests. Electronic communications systems include: e-mail, computer networks, Internet access, voice mail and telecommunications systems.

The electronic communications systems and the communications transmitted through them are the property of Manor College and are subject to acceptable use compliance. The smooth operation of these systems relies upon the proper conduct of college users, who must adhere to acceptable use guidelines.

The use of the college's electronic communications systems is a privilege, not a right. The college reserves the right to deny systems access, or to cancel systems access, at any time. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes use for instructional, educational and research purposes.

These policies and guidelines outline the responsibilities inherent in authorized access, requiring efficient, ethical and legal utilization of system resources.

By using the Manor College Electronic Communications Systems you agree to abide by the Manor College Electronic Communications Systems Policies and Guidelines.

POLICIES & GUIDELINES

1. Acceptable use policies:

The following are considered violations of acceptable use and are prohibited:

- 1.1 Engaging in conduct that obstructs or disrupts institutional activities or the individual pursuit of learning, including but not limited to:
 - 1.1.1 Vandalism, which is defined as any attempt to harm or destroy systems and/or the data contained therein. This includes, but is not limited to, the uploading or creation of computer viruses and inflicting damage or sabotage on the system.
 - 1.1.2 Reading/listening to, or attempting to read/listen to, another user's electronic messages without authorization.
 - 1.1.3 Degrading system performance.
 - 1.1.4 Unauthorized use of an account.
 - 1.1.5 Any activity that changes the nature of the computer or computer environment for subsequent users,
- 1.2 Using the college's electronic systems to conduct any activity not related to the college's operation, including, but not limited to, advertising or soliciting other business.
- 1.3 Use for political lobbying.
- 1.4 Involvement in the violation of, or conviction for violation of, federal, state or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.
- 1.5 Threats, harassment (including, but not limited to, sexual harassment), or libel or slander in an electronic message (file transfer, e-mail or voice mail).

2. Guidelines for Electronic Communications

Access:

Users are expected to abide by the generally accepted rules of network and voice mail etiquette. These rules include, but are not limited to, the following:

- 2.1 Do not expect electronic communications to be private. Network maintenance may result in staff access to communications and even "deleted" information may be accessible. Electronic communications can reach unintended recipients. Electronic communications are subject to access by subpoena or other lawful order. Failure to log out appropriately may result in unauthorized use of a user's account. The college may access communications for legitimate business purposes.
- 2.2 Do not use electronic networks to transmit confidential messages. The college encourages courtesy and professionalism in electronic messaging.
- 2.3 For security and safety reasons, do not reveal personal information over the electronic systems concerning any individual, including yourself. For example, do not disclose address, phone number, social security number, password or credit card information.
- 2.4 Do not use the network in such a way that would disrupt the use of the network by other users. Users are required to observe posted time limits for the use of public access computers, where applicable.
- 2.5 It is the policy of Manor College to abide by all laws concerning the use of copyrighted and patented material. This protected property shall be used with authorization only. When used in an authorized context, appropriate attribution must be given.

Policies & Guidelines (continued)

The rules of academic honesty apply to information obtained on the Internet. Aside from sanctions by the college as described below, you could be subject to civil damages and criminal penalties, including fines and prison terms for violating copyright and patent laws.

3. **Disclaimer:**
Every effort has been made to provide accurate information, however, errors can occur.

By using the information contained in the electronic communications systems, the user/viewer willingly assumes all risks in connection with such use.

Manor College is not responsible for any errors or omissions in information contained in the electronic systems and is not liable in whole or in part for damages resulting from any user(s)/viewers(s) use of, or reliance upon, this material.

Manor College assumes no liability for damages that may result from loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions or technical difficulties.

4. **Systems Problems:**
Any problems with the college's electronic communications systems and/or any user policy violations, including unauthorized or improper use, should be brought to the attention of the Instructional Technologies Manager at extension 274.



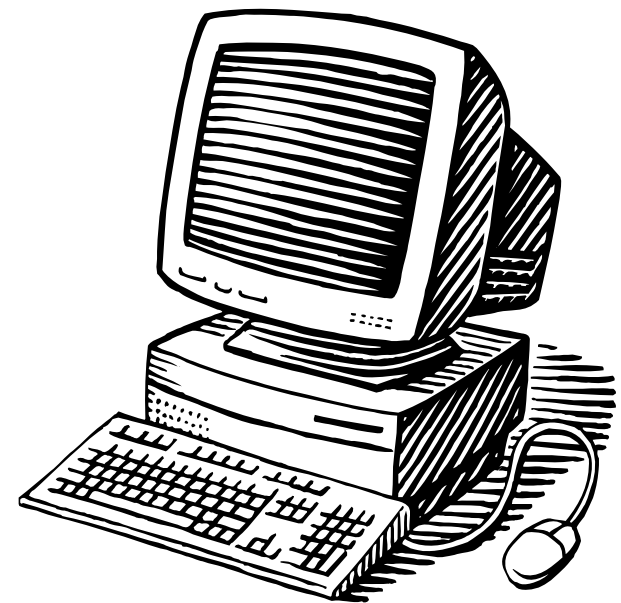
5. **Resource Utilization:**
Manor College has limited computing and electronic communications resources, including limited storage capacity. Users are reminded to respect these limited resources and routinely delete or purge unnecessary data.
6. **Sanctions:**
Violations of this policy may result in the cancellation of the user's account and electronic communications privileges and other disciplinary action.



Manor College
America's Premier Two-year Catholic College

**Electronic
Communications
Systems**

*Policies and
Guidelines*



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