

Computer Ethics Policy and Guidelines

Each student or employee having access to any College computing resource is required to use such resources in an ethical and responsible manner. The following set of standards has been established for the use of College computing resources. The ethical and legal standards that are to be maintained are derived directly from standards of common sense and courtesy that apply to the use of any public resource.

Violations of any of these standards and conditions is considered unethical and possibly unlawful. In accordance with established College practices and policies, including the Student Conduct Policy, violations may result in disciplinary review which could result in the restriction or revocation of computing privileges and/or further discipline by the College and/or legal action.

Standards

1. College computer equipment may not be used for non-College work except with the approval of an appropriate College officer.
2. Central system or network account holders are responsible for all usage of their accounts and, therefore, must keep their passwords confidential to protect themselves, their files and the College's files.
3. Computer users must not attempt to bypass standard security procedures. This includes, but is not limited to, unauthorized use of a username; accessing a directory or file without permission; copying, renaming, changing or deleting another's files without permission. Lack of file protection does not give the right to do any of the above.
4. It is recognized that some College employees, because of their job responsibilities, can bypass system security and, at times, may need to access other users' accounts and files. However, these privileges must not be abused. All users' files and E-Mail must be treated as confidential and must not be accessed without their permission or by other appropriate authority.
5. College computer equipment must not be used in a manner which may annoy or harass others; for example, distributing obscene, abusive, racist, threatening, or sexually or otherwise harassing messages or material.
6. Computer users must not knowingly introduce computer viruses onto College equipment.
7. College computing resources must not be used to attempt unauthorized access to other computer systems.
8. Users must respect the rights of, and consider the impact of their conduct on, other users.
9. Any individual who becomes aware of improper use of computing resources, or of any action that could compromise computer system operation or security, is expected to report that fact to Computing Services.
10. Computer software is protected under provisions of the Copyright Act. It is not, permissible, or legal, to use software or documentation obtained in violation of Copyright Law or in a manner which contravenes software license provisions.

Approved by Computing Resources Management Committee *March 5, 1992*

Approved by Executive Committee *April 1, 1992*