

# Alice Lloyd College Information Technology

## Statement of Ethics

The Information Technology policy is in accordance with Alice Lloyd College Guidelines on the Ethical Use of Information Technology and comprise a portion of the Standards of Employee Conduct. Where there is any question, the more restrictive policy will apply. This statement of ethics in the use of computers applies to all faculty, staff, and students. The Office of Information Technology provides service to all personnel at Alice Lloyd College and June Buchanan School. All users have the responsibility to use computing technology resources in an effective, efficient, ethical and lawful manner. The ethical and legal standards that are to be maintained are derived directly from standards of common sense and common decency that applies to the use of any public resource. Violation of any of the conditions is considered to be unethical and possibly unlawful. In accordance with established College practices, violations may result in disciplinary review, which could result in legal action. Access to any Alice Lloyd College/June Buchanan data shall kept confidential.

It is the responsibility of all Users to read and follow this policy and all applicable laws and procedures. In addition, when using the Alice Lloyd College Computing Resources, Users must adhere to the following rules:

### General Responsibilities

1. Use of data records and computer hardware must be employed only for the purpose in which they are intended. This is governed by the Federal Computer Fraud and Abuse Act 1986. ALC-supported computing includes authorized research, Word Processing, instructional, and administrative activities and only for the purpose of supporting the needs of the institution. Do not use the institution's Computing Resources to violate other policies or laws. Computing resources cannot be used for commercial purposes or monetary gain. **All data is to be kept confidential and cannot be shared. Do not leave sensitive data laying around for others to see.**
2. Computer users must not search for, access, print or copy directories, programs, files, disks, or data not belonging to them or attempt to do so unless they have specific authorization to do so. Programs and data provided on ALC central computers cannot be downloaded or taken to other computers without permission. ALC equipment or software may not be used to violate the terms of any License Agreement (See Peer-to-Peer and Copyright). Do not use any of the Company's Computing Resources for inappropriate purposes.
3. Individuals should not encroach on others' use of the computer. This includes such activities as game playing or other trivial applications, sending frivolous or excessive messages or email either locally or over the networks, using excessive amount of storage, printing excessively, or running grossly inefficient programs when efficient ones are available. Honor the privacy of other Users.
4. **Keep your passwords secure.** Do not lend them to anyone nor ask anyone else for their passwords. Do not allow anyone else to sit down at your signed-on sessions. Do not allow another User to access your accounts Use only the institution's account(s) you are authorized to use.
5. Individuals must not attempt to modify systems, system facilities, or attempt to crash the system or attempt to subvert the restrictions associated with computer account or the networks of ALC. This includes no hacking, phishing, network sniffing, port scanning, spoofing, denial of service, spamming, introduction of malicious software/virus, etc. Proxy servers, VPNs, and other ways of attempting to hide your identity may not be used. Personal networking equipment shall not be joined to the Alice Lloyd College network.
6. Surfing peer-to-peer sites, adult oriented sites and other non-ethical sites are against policy. Pornographic material is a violation of Alice Lloyd College's sexual harassment policies.
7. Avoid phishing emails and other types of email and attachments that may be harmful to the Alice Lloyd College network.

## Monitoring Disclaimer

Alice Lloyd College has a firewall which will ensure content filtering. (Blocking inappropriate Internet sites and protocols). Please note that any site you access will be logged and the Information Technology Director will be able to see the sites you have visited in these log files. We are not intentionally tracking what you do, but it is a part of the software and would be something that could be subpoenaed for legal purposes should anything criminal or illegal ever happen regarding our campus. If information is ever needed for legal or law enforcement purposes, you will be held accountable for what was accessed from your computer.

## Peer-to-Peer Copyright

Unauthorized distribution of copyrighted material by any means including peer-to-peer file sharing is against Alice Lloyd College policy. Downloading or sharing copyrighted materials, such as music and movies, without the owner's permission is a violation of federal copyright law and a violation of Alice Lloyd College's Computer and Network Policy. We are required by law to provide this notice to you each year.

Copyright violations may result in College disciplinary action and even criminal prosecution. Per the requirements of the Digital Millennium Copyright Act (DMCA), when copyright holders or industry groups like the Recording Industry Association of America contact the College about specific incidents of infringement, the College must respond by removing or disabling access to the infringing material. Per College policy disciplinary action may include loss of network access privileges or even dismissal, and the College will cooperate fully with any criminal investigation. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject you to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no 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). Copyright applies to all unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, movies, software and the installation of any copyrighted Software for which Alice Lloyd College does not have an active license is strictly prohibited.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Dept. \_\_\_\_\_

Student Y or N \_\_\_\_\_ Student ID No. \_\_\_\_\_

(By signing, I agree to abide by the Alice Lloyd College Statement of Ethics in the Use of Computers)