

Emory & Henry College Information Services Student Security & Network Acceptable Use Policy

All students, receiving a network access account must read and agree to the following policies and guidelines. Enrollment at Emory & Henry College signifies agreement to abide by all rules, regulations and policies of the College. Please note that all policies are subject to change. Notification of changes will be posted. This document will be reviewed and published regularly on the College website and in various official College publications such as the *Student Handbook*. All network users must adhere to the most current published revision.

All students, faculty, staff, and administrators have a network account assigned to them for their individual use while at Emory & Henry College. Emory & Henry College computerized information systems exist to promote shared access to computing, communication, and information necessary to serve the teaching, research, and administrative needs of the entire campus community. These systems and the data they contain are vital resources of considerable monetary and intellectual value, in addition to important personal information which must be handled in a secure and confidential manner. Access to computer systems and networks, including e-mail and web material placed on or distributed through the systems and networks owned or operated by Emory & Henry College is a privilege, not a right, and requires adherence to college policies and to federal, state, and local laws. Thus, all account holders of the College's information facilities have a responsibility to use these systems in a respectful, ethical, professional, and legal manner.

The purpose of the network is to support the teaching, research, and administrative needs of the college. The network is not designed nor intended to support the downloading of copyrighted material, such as, unlawfully obtained music, videos, and software. Such activities are not permitted at any time. On-line gaming is strongly discouraged as it requires a major portion of the College's available internet bandwidth for the use of a single individual, which can disrupt the research and other legitimate activities of the College community of network users. Similarly, network users should not deploy more technology assets than one per person on the College network. For example, it is acceptable to have a personal computer with peripherals directly connected to the computer such as printers, scanners, or other devices; but it is not acceptable to deploy network hubs to attach such peripheral devices directly to the college network. Network sharing equipment such as hubs and routers will be removed from the network when discovered. Continued unauthorized use of College Internet bandwidth assets will result in disciplinary action. Appropriate use is always ethical, reflects academic honesty, the security and confidentiality of personal information, and shows restraint in the consumption of shared resources.

All users of college information facilities are required to demonstrate respect for intellectual property, ownership of data, system security mechanisms, and the individual's right to privacy and freedom from intimidation, harassment, and unwarranted annoyance. While recognizing the respect for privacy, the College cannot guarantee confidentiality in the use of any college information system. Electronic records retained on College systems are subject to state and federal Privacy Acts, the US PATRIOT Act, and CALEA, as well as Freedom of Information Acts. World Wide Web information located in designated web directories will be considered public information if read access is granted.