Policies & Procedures

Policy Number
8025

Date of Adoption / Rev.
01/23/07

Page 1 of 2

ACCEPTABLE STUDENT USE of TECHNOLOGY

POLICY

Statement of Purpose
Access to computer systems and networks owned or operated by Sherman College of Chiropractic imposes certain responsibilities and obligations on any person (hereinafter termed "users") utilizing said resources for any purpose, recreational or official. Users are to show restraint in the consumption of shared resources and are not to alter any technology resource whether it is hardware or software. Any such unauthorized alterations to equipment will be considered vandalism and will be dealt with accordingly. Users are not only required to stay within the parameters described within this document but must at all times be mindful and are liable for any act that violates state and federal laws regarding corporate networks, Internet use, property rights and commerce. Users who violate these laws are acting autonomously and outside the course and scope of their relation to the college and Sherman College of Chiropractic is therefore relieved of any legal responsibility.

Sherman College defines its computer acceptable use policy as the ethical use of technology. Moreover, acceptable use demonstrates honesty and a respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Use of network services provided by Sherman College may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.

Provisions
1. All incoming students must sign an Acceptable Use of Technology form from the Information Services department before they use any technology resource on campus.

2. Students have access to the computers in the computer labs, library, Tytron computers, and the student ready room computers. No student (unless they are a work-study and have registered with Information Services) is to access any other computers.

3. Users are granted access to files and data that are their own, materials that are publicly available (i.e. Internet), or to which they have authorized access. Users will not otherwise attempt to access any other materials under any circumstances.

4. Users will refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

5. Users will at all times protect their user name and password from unauthorized use. Furthermore, users will not share this information with anyone.

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Page 2 of 2

01/23/07

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6. All users must be advised that some material on the Internet may be defamatory, inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, or illegal. Sherman College does not condone or allow access to this type of material. When a user encounters such material, he/she must immediately stop viewing it. Internet access at Sherman College is a privilege and not a right. Whatever recreational access a user has is at the discretion of management. However, regardless of any policy regarding Internet access and recreational use, users must refrain from illegal activities and use good moral judgment. Examples of immoral access would be the transmission of violent, threatening, defrauding, obscene or otherwise illegal or unlawful materials.

7. Users will not use Sherman College collaboration services such as e-mail to harass, intimidate or otherwise annoy another person.

8. If it is not specifically granted within this document, no user has any rights or privileges to use any technology resource at Sherman College. In accordance, users do not have the right to install software, download software for the purpose of installing it, change settings, use instant messenger services, change backgrounds or otherwise alter any technology resource which includes but is not limited to computers, audio visual equipment or network resources.

9. Users shall not attempt to circumvent or subvert system or network security measures.

10. Identity theft is a serious crime. Users should be fully aware of the risk involved in conducting monetary transactions over the Internet. Sherman College does not require that any user use the Internet to conduct personal financial transactions or to transmit personal identification numbers or information and therefore does not assume any liability for any such activity.

11. Users shall not use the networks for commercial or partisan political purposes.

12. Users must refrain from making or using illegal copies of copyrighted software or other mediums with the college's equipment.

By signing this document I _____ agree to be subject to and abide by this policy.   (Print Full Name)

Any willful violation of the principles and provisions of this policy may result in disciplinary action up to and including expulsion.

_____   _____
            Signature   Date