ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES

POLICY

The Sherman College of Chiropractic provides electronic information resources to faculty, staff, students, official College affiliates, and others in support of the education, research, and public service mission of the College.

The College encourages civil discourse, tolerance, and respect for all individuals, as creating an inclusive, open environment is vital to our success as an academic community. Use of electronic information resources should meet these same expectations.

Responsibilities of Users
Users of electronic systems have the following responsibilities:

Access to information resources is granted with the expectation that resources will be used in an ethical and lawful manner. Users will employ electronic information resources consistent with the requirements of federal, state, and local law and College policies. Users are responsible for using resources appropriately to maintain the integrity of the electronic information resources, and where appropriate, the privacy, confidentiality, and/or security of the electronic information.

Individuals should not give out, loan, share, or otherwise allow anyone else to use the access privileges granted to them. Access to secured information resources is provided only with proper authorization.

Users are responsible for all activities that occur while using information resources assigned to them and shall respect the intended use of these resources. It is the preference of the College that employees use College resources to conduct College business.

Users may not attempt to circumvent login procedures on any computer system or otherwise attempt to gain unauthorized access. This is not an acceptable use of information resources and may be a crime under federal, state, or local law.

All users shall use electronic information resources in a manner that does not in any way interfere with, compromise, or harm the performance, functionality, or integrity of the College's electronic information resources. This shall include the adherence to College standards regarding software updates and protections, data handling, and other policies and procedures enacted by the College.

Users will respect network capacity as a shared resource and therefore may not perform operations that degrade network performance for other users. Users may not send spam, chain letters, mail bombs, and or engage in other activities that infringe on the rights and/or productivity of other users.

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Users should respect the rights of copyright owners and, when appropriate, obtain permission from owners before using or copying protected material, including but not limited to, music, movies, software, documents, images, or multimedia objects. The College licenses most databases, electronic journals, and other forms of information content under contracts that define who may use the content and what may be done with it. In general, only College registered students, faculty, and staff may use these resources; unaffiliated users may use these resources within the library. Systematic or excessive downloading or printing of content is not permitted, including downloading or printing of whole journal issues.

Incidental personal use of electronic information resources, including email, is permitted provided that this use does not interfere with College operations, violate College policies, create an inappropriate atmosphere for employees in violation of law or College policy, generate incremental identifiable costs to the College, and/or negatively impact the user's job performance.

Except in a purely incidental way, College resources may not be used in external activities unless written approval has been received in advance from the College's president or the executive vice president. Such permission shall be granted only when the use of College resources is determined to further the mission of the institution. When such permission is granted, the user will make arrangements for reimbursement of the College for customarily price-able institutional materials, facilities or services used in the external activity.

Users may not use electronic information resources for commercial purposes, for personal financial gain, or to solicit support for outside organizations not otherwise authorized to use College facilities.

Individuals may use electronic resources to exchange ideas and opinions, including those dealing with political issues. The latter is generally considered an incidental use of electronic resources. However, College electronic resources (including email) may not be used to support partisan political candidates, party fundraising, or causes. Registered student and campus organizations may use their membership distribution lists to notify members of meetings, speeches, and /or rallies. Faculty members may use electronic systems for course-related discussions of political topics.

Representing oneself as someone else, without previous written authorization, is not considered responsible use of electronic information resources.

Electronic resources may not be used to engage in any illegal, threatening, harassing, or bullying conduct, including cyber-harassment or cyber-bullying, nor may they be used in a deliberately destructive manner.

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Responsibilities of the College
The College has the responsibility to monitor, audit, and assure the proper use of those resources. Although the College supports a climate of trust and respect and does not ordinarily read, monitor or screen individual users' routine use of electronic information resources, it must monitor systems for misuse. The College, therefore, cannot guarantee the confidentiality, privacy, or security of data, email, or other information transmitted or stored on its electronic information. When College officials believe a user may be using electronic information resources in a way that may violate College policies or federal, state or local law, or the user is engaged in activities inconsistent with the user's College responsibilities, then system administrators may monitor the activities and inspect and record the files of such users(s) on their computers and networks, including word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software.

Reporting Irresponsible Use of Electronic Information Resources
All users and units have the responsibility to report any discovered unauthorized access attempts or other improper usage of to the information services department. If you observe, or have reported to you, a security or abuse problem with any College information resource, including violations of this policy, notify the Sherman Information Technology department (864-578-8770 ext. 228; help@sherman.edu). The Sherman Information Technology department will notify the director of information technology, who will coordinate the technical and administrative response to such incidents. The director of information technology is responsible for the identification, containment, eradication, and recovery of all devices during an incident. The director of information technology will work with departmental staff to ensure effective response time and communication. The director of information technology is responsible for coordinating evidence gathering and documentation, and for seeking advice from representatives from the provost, executive vice president, director of marketing and communications, and others as required by the particular incident.

Exclusions or Special Circumstances
Exceptions to this policy shall only be allowed if previously approved by the director of information technology and this approval is documented and verified.

Consequences
Use of Sherman College electronic information resources contrary to this policy or applicable federal, state, or local law is prohibited and may subject the user to disciplinary action including, but not limited to, suspension of the user's access to the electronic information resources. Users also should be aware of other possible consequences under College policies and federal, state, or local laws, particularly those related to computer crime and copyright violation.

Recourse/Appeals

If a department or individual feels that actions taken under this policy have been inappropriate, a review of the decision may be requested. The review will be conducted by the vice president for academic affairs and executive vice president. If, after the review, there is still a disagreement with the decision, appeals should be directed through the existing procedures established for employees and students.