

## **ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

### **PURPOSE**

Albright College implements and maintains information technology resources (computers, tablets, cell phones, networks, servers, databases, web servers, Internet, etc.) for the use of its community members. These resources are intended for college related activities that further the mission of the college, support academic instruction, facilitate college administrative functions and enhance campus community life activities.

The access to these resources is a privilege that is offered to Albright's community members and with this privilege comes the responsibility to use them within the normal constraints of legal and ethical behavior as defined by federal, state, local and college policies, procedures, guidelines and laws. Often technologies enable actions which are technically possible and yet not legally permissible. Albright's expectations with regard to the use of its information technology resources is that the user of these resources is responsible for knowing what is permitted and acts within the laws and college policy that govern these resources.

### **APPLICABILITY**

This policy applies to all users of Albright's information technology resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific departments of the college or to uses within specific departments. Consult the operators or managers of the specific computer, computer system, or network in which you are interested or the management of the unit for further information.

Use of Albright College information technology resources constitutes an acknowledgement of this policy.

### **POLICY**

**Users of Albright College's information technology resources must:**

- Comply with all federal, Pennsylvania, and other applicable law, all generally applicable college rules and policies, and all applicable contracts and licenses.
- Protect individual user account credentials from unauthorized use. Maintain responsibility for all activities associated with user account(s) or that originate from the user's system.
- Use only those computing resources that the user is authorized to use and use them only in the manner and to the extent authorized.
- Access only information that is the user's own, that is publicly available, or to which the user has been authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.

Albright College  
Information Technology Services

- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or for personal financial or other gain, or in a manner not authorized by the college.

**In making acceptable use of resources users must NOT:**

- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to college data.
- Use college information technology resources in a manner that would jeopardize the college's status as a non-profit institution such as using information technology resources to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted materials or software, store such copies on college systems, or transmit them over college networks.
- Attempt to circumvent or subvert system or network security measures.
- Use another person's system, user account credentials, files, or data without permission.
- Engage in any other activity that does not comply with the general principles presented above.

**Enforcement**

Users who violate this policy may be denied access to college information technology resources and may be subject to other penalties and disciplinary action, both within and outside of the college. Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Community Standards. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

**APPROVALS AND REVISIONS**

Approved by President's Advisory Council, January 24, 2012