

Moravian College and Theological Seminary

Policy for Acceptable Use of Computing Resources – Students

December 2006

Please note: Logging into or otherwise connecting to the campus network implies acceptance of this Moravian College and Theological Seminary policy. Hereafter referred to as Moravian.

Moravian's computing equipment and network resources are dedicated to Moravian business to enhance and support the educational mission of Moravian College and Theological Seminary. These resources include all computers, workstations and multi-user computer systems along with local area networks as well as connections to other computer networks via the Internet. All students, faculty and staff are responsible for using Moravian's computing resources in a safe, effective, ethical, and lawful manner.

Use of Moravian's computer equipment and peripherals is a privilege that is available to users for occasional use on personal, important issues provided such use does not interfere with the job responsibilities of the individual or others. Students' personally owned computers, storage devices, and other peripherals are not included in the above statement. However, any data transmitted over Moravian assets or connections made through Moravian assets are included. Moravian has the right to inspect information stored on its system at any time, for any reason, and users can not and should not have any expectation of privacy with regard to any data, documents, electronic mail messages, or other computer files created or stored on computers within or connected to Moravian's network. All Internet data composed, transmitted, or received through Moravian's computer system is considered part of Moravian's records, and as such, subject at anytime to disclosure to Moravian officials, law enforcement, or third parties.

Moravian reserves the right to monitor user activities on all Moravian computer systems and to monitor communications utilizing Moravian's network to ensure compliance with Moravian policy and with federal, state and local law. Monitoring shall be performed only by individuals specifically authorized by the Vice President of Administration and will collect only the minimum data necessary to meet institutional requirements. Data collected through monitoring shall be made accessible only to individuals authorized by the Vice President of Administration. These individuals are responsible for maintaining its confidentiality.

The intent of this Acceptable Use Policy is to give an overview of acceptable and unacceptable uses of Moravian's computing resources without exhaustively enumerating all such uses and misuses. This statement is intended as an addition to existing policies concerning academic honesty and the use of facilities.

The predominant goal of this policy is to safeguard Moravian's computing resources, promote honesty, respect for individuals, and respect for both physical and intellectual property. All expectations regarding academic honesty and professional ethics extend to assignments completed in electronic form. It is never permitted to use another person's computer authorization for any purpose or to provide your own authorization to another person. It is never permitted to access someone else's work without explicit permission. It is not permitted to engage in any activity that would harass others or impede their work. All members of the campus community are required to adhere to all copyright laws. As part of the Internet community, students connecting their computers to our network are required to take reasonable precautions against viruses, spyware, and adware.

While Moravian makes every effort to maintain the security of its systems, it should be noted that there is no guarantee of privacy of electronically stored information or electronic mail. Users of institution-operated computing resources should be aware that CIT actively monitors and scans its network for unauthorized network devices and services such as network switches and wireless access points, but the College makes no representation or warranty that the system is secure or that privacy of stored or transmitted information can be assured.

Standards of ethics and behavior while computing should follow standards of ethics and behavior as outlined in other Moravian handbooks and policy documents. Disciplinary procedures for violations may result in curtailment of network privileges and otherwise will follow standard institutional procedures.

The items below constitute examples of acceptable and unacceptable use:

Acceptable Use

- Use consistent with the mission of Moravian College and Theological Seminary.
- Use for purposes of, or in support of, education and research.
- Use related to administrative and other support activities considered consistent with the mission of Moravian College and Theological Seminary.
- Personal communications, as long as these do not interfere with the mission of the institution or overload system or network resources.

Unacceptable Use

- Use of Moravian computers or networks that violates federal, state or local laws or statutes.
- Providing, assisting in, or gaining unauthorized or inappropriate access to Moravian's computing resources.
- Use of Moravian computers or networks for unauthorized or inappropriate access to systems, software or data at other sites.
- Installing on the network unauthorized network devices and network services such as wireless access points, Internet address resolution servers, hubs, routers and switches.
- Use of Moravian's systems or networks to copy, store, display, prepare derivative works of, or distribute copyrighted material in any medium without the express permission of the copyright owner, except as otherwise allowed under copyright law.
- Installation of software on Moravian-owned computers that is not either in the public domain, or that legal licensing has not been acquired by the individual user, or by the institution, either by CIT or another department.
- Activities that interfere with the ability of others to use Moravian's computing resources or other network connected services effectively.
- Activities that result in the loss of another person's work or unauthorized access to another person's work.
- Connecting one's personal computer to Moravian's network without active and current anti-virus, anti-spyware, and adware protection.
- Distribution of obscene, abusive or threatening messages via electronic media such as email or instant messaging.
- Distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion of the network.
- Use of Moravian computers or networks for commercial use or profit-making enterprise, except as specifically agreed to with the institution.
- Use inconsistent with the acceptable use policies of PenTeleData. These policies are available on the Web site of PenTeleData.