Knox College Policy on Acceptable Use of Information Technology Resources

I. General Principles

Access to information technology resources owned or operated by Knox College is a privilege and imposes certain responsibilities and obligations, and is granted subject to College policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. It does not bring the reputation of the College into disrepute.

Information technology resources are defined as all computer-related equipment, computer systems, software/network applications, interconnecting networks, facsimile machines, voice-mail and other telecommunications facilities, as well as all information contained therein owned or managed by Knox College.

Computers, networks, and communications equipment utilized by Knox College -- like other property of the College -- are provided to support the educational mission

other uses consistent with the position of the individual member of the faculty or staff, and may vary widely. Faculty and staff may make personal use of the equipment. However, the following points apply:

Personal use should not interfere or conflict with business use.

The loading of games or other non-business related software that might interfere with the normal operation of one's computer is prohibited.

The use of College systems by faculty and staff for partisan political purposes is prohibited in order to maintain and not jeopardize our charitable tax-exempt status.

As an employer and the owner of the network and e-mail system, the College has the right and discretion to access and copy employee e-mail and other information stored on College owned equipment. As a policy, the College respects the privacy of faculty and staff files, and will limit such access as described in the section on "Elect

Handbook, as well as the

In making acceptable use of resources, the user must NOT:

- Access the College's network using another user's network ID and password, or access another user's files or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that is intentionally 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 systems for commercial purposes, such as using electronic mail to circulate advertising for products or in any other way jeopardize the College's charitable, tax-exempt status.
- Make or use illegal copies of copyrighted software, store such copies on College systems, or transmit them over College networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited or anonymous messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the College's systems or networks for personal gain; for example, by selling access to your user ID or to College systems or networks, or by performing work for profit or personal financial gain utilizing College resources in a manner not authorized by the College.
- Use College systems or networks for material or purposes that would violate College policies.
- Use College systems or networks for material or purposes that would violate state or federal law.
- Engage in any other activity that does not comply with the General Principles presented above.

III. Information Disclaimer

Knox College disclaims any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of Knox College, its faculty, staff, students, or trustees. Individuals using computer systems owned by Knox College do so subject to applicable laws and College policies.

IV. ID and Passwords

The College recognizes that from time to time individuals may engage in areas of research that might be sensitive, legally questionable, or might otherwise appear to violate law or College policy. In order to protect themselves and the College, anyone who contemplates that their research may be considered suspect in any way should notify the Vice President of Academic Affairs/Dean of the College. Instructors are

ional Review Board and the policy

Faculty Handbook).

VI. Electronic Privacy

The College respects the privacy of the members of the College community: faculty, staff, and students. However, while the College will attempt to safeguard that privacy,

A. Complaints of Alleged Violations

An individual who believes that he or she has been harmed by an alleged violation of this policy may file a complaint in accordance with established college procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for students, faculty, and staff. The individual is also encouraged to report the alleged violation to the Vice President for Information Technology Services/Chief Information Officer, who must investigate the allegation and (if appropriate) refer the matter to College disciplinary and/or law enforcement authorities.

B. Reporting Observed Violations

If an individual has observed or otherwise is aware of an alleged violation of this policy, but has not been harmed by the alleged violation, he or she may report any evidence to the Chief Information Officer, who must investigate the allegation and (if appropriate) refer the matter to College disciplinary and/or law enforcement authorities.

C. Disciplinary Procedures

Alleged violations of this policy will be pursued in accordance with the appropriate disciplinary procedures for faculty, staff, and students, as outlined in the College By-Laws, the Faculty Handbook, the Staff Handbook, the Student Handbook, and other applicable materials.

consultation with the Chief Information Officer shall determine the appropriate penalties.

B. Legal Liability for Unlawful Use

In addition to College discipline, users may be subject to criminal prosecution, civil liability, or both for unlawful use of any Knox College IT system.

C. Appeals

Users found in violation of this policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures. Appeals should be directed to the appropriate Vice President.

Adapted with permission from the Acceptable Use Policy of the Virginia Polytechnic Institute.

Approved by President's Council on February 16, 2016.