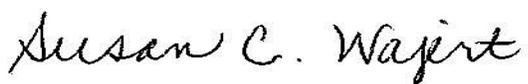


SUPERSEDES: NEW	SECTION: 500-Academic and Student Services
POLICY AND PROCEDURE MANUAL	CODE NO. 515
MERCY COLLEGE OF OHIO, TOLEDO, OHIO	SUBJECT: Information Technology Acceptable Use Policy
 <hr/> Signature: Dr. Susan Wajert, President	DATE ORIGINATED: 7/8/2015
	DATE BOARD COMMITTEE APPROVED:
	DATE BOARD APPROVED: 09/08/2015
	DATE OF NEXT REVIEW: Annually

Purpose: To outline the use of Mercy College of Ohio’s (“College”) computer resources for students, faculty, administrators, and staff for educational, administrative, and research purposes. The intention is to keep restrictions on individual use to a minimum. It is essential that users observe reasonable standards of behavior regarding the use of the computing facilities and services. The College reserves the right to access all information on the College’s computers, equipment, and network without prior notice.

Policy:

- I. Students, faculty, staff, and all applicable entities who are, as part of their study and/or work, (paid, volunteer or contract), required or involved with utilizing the College’s computers must agree to abide by the standards of this policy in order to use these resources, which prohibits the following:
 - A. Any attempt to modify or damage computer equipment;
 - B. Tampering of computer and/or network resources or engaging in any activity to interfere with normal operations of computers, network, and facilities;
 - C. Improper use of computer equipment including, but not limited to:
 - C-1. Connecting personal or unapproved equipment to any college-owned computer or to the network;
 - C-2. Installing personal software, including non-academic games, on college-owned computer;
 - C-3. Installing college software on equipment that is personally owned;
 - C-4. Recreational game playing;
 - C-5. Knowingly using any system to produce system failure or degrade performance (e.g., creating or propagating viruses, overloading network with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass posting of any types).
 - D. Using an ID belonging to another individual or sharing user IDs and passwords with other users or any other person;
 - E. Making unauthorized copies of licensed software and illegally using copyrighted software and materials;
 - F. Using computer resources for private purposes including for-profit endeavors or illegal purposes and in a manner inconsistent with the College’s license agreements;
 - G. Unauthorized reading, use of, or deletion of private files or email belonging to another user. This includes accessing or intentionally destroying college software;

- H. Engaging in the unauthorized duplication, alteration or destruction of data, programs, or software;
 - I. Communicating any credit card number or other financial account number, or any social security number with/without the permission of the owner;
 - J. Circumventing or subverting any system or network security measures;
 - K. Posting of obscene materials; this activity is unlawful and users are specifically cautioned against linking to sites that contain such materials, even if the site has other useful content;
 - L. Email should adhere to the same standards of conduct as any other form of mail. The use of distasteful, inflammatory, harassing, or otherwise unacceptable comments is prohibited. The College may engage in monitoring of email messages or other electronic files created by students, faculty, and staff. Users are asked to delete unnecessary emails on a regular basis.
- II. Students, faculty, staff, and all applicable entities that are, as part of their study and/or work, (paid, volunteer or contract), required or involved with using the College's computers will attest to their understanding of this policy at orientation.

Related Documents:

Digital Millennium Copyright Act (DMCA) Compliance Policy

Higher Education Opportunity Act (HEOA) Compliance Policy

Attestation of Information Technology Acceptable Usage Form 515-A

Information Technology Usage Agreement

Acceptable Usage Attestation for Students, Faculty, and Staff

I, _____, agree to abide by Mercy College of Ohio's Information technology usage policy. In doing so, I agree to observe reasonable standards of behavior regarding the use of the computing facilities and services provided at, and by, the College. I understand that the College reserves the right to access all information on the College's computers, equipment, and network without prior notice.

In agreeing to abide by the Information Technology Acceptable Usage policy, I understand that failure to adhere to the guidelines set forth in this policy can result in disciplinary action up to and including dismissal from the College.

Student /Faculty/Staff Signature

Date

Form 515-A