



# Bloomfield College

## Policies 2010-2011



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## ► **ACADEMIC POLICIES**

All academic policies are included in the Bloomfield College Catalog.

## ► **ALCOHOL AND DRUG POLICY**

It is not the policy of the College to encourage the consumption of alcoholic beverages, but the institution reserves the right to permit consumption of alcohol in moderation at appropriate social events provided that the sponsoring organization complies with the laws of the State of New Jersey. Therefore, all student organizations, and sororities/fraternities sponsoring events at which alcohol will be available must adhere to the policies of the Center for Student Leadership and Engagement concerning student sponsored events. Residential Education and Housing Staff, as well as all College officials, are required to and will report any student found violating the alcohol policy.

### *Alcohol Policy for Resident Students*

The possession, consumption, or sale of alcoholic beverages is not permitted in any college facility or common area (streets, walkways, driveways, parking lot, etc.) unless served at an authorized student organization or college-sponsored event. The possession, consumption or sale of alcoholic beverages is not permitted in any on/off campus residence facility. All resident students are expected to be acquainted with and to abide by both State and College regulations regarding the consumption and possession of alcohol. They are also expected to be aware of the social, physiological, and legal consequences of excessive drinking in order to make responsible decisions about serving and consuming alcohol. The College provides on-campus counseling and off-campus referral for students who may be involved in the misuse of alcohol or drugs and who seek assistance to alter behaviors.

All resident students are responsible and legally liable for the conduct and behavior of their guests and for informing them of the College's Alcohol Policy and the New Jersey State Alcohol Beverage Control Regulations.

The Bloomfield College Alcohol Policy is consistent with the laws of the State of New Jersey and prohibits the consumption and serving of alcoholic beverages by and to persons under 21 years of age. Resident students 21 years of age or older are not allowed to possess, use or sell alcoholic beverages on the Bloomfield College campus with the exception of student organization functions with appropriate state permit and authorization. According to New Jersey law, it is illegal for anyone under the age of 21 to:

- Purchase or consume alcoholic beverages.
- Enter places licensed to sell alcoholic beverages with the intent to purchase alcoholic beverages.
- Misrepresent one's age or the age of anyone else for the purpose of purchasing alcohol or gaining entrance to a place that sells alcohol. It is illegal to supply a minor with alcohol or to allow a minor to drink in one's presence. If that minor subsequently injures himself or others because of the loss of ability due to alcohol consumption, the person supplying the alcohol can be held liable.

Students are responsible for their behavior and actions, whether or not they are under the influence of alcohol. Under no circumstances will the consumption of alcohol constitute a mitigating circumstance when it contributes to the violation of College regulations. **Bloomfield College students are also responsible for the behavior of their guests.** Bloomfield College respects students' right to privacy. College representatives will not enter residential rooms without substantive cause, i.e., without reasonable suspicion that College policies have been violated (see below for examples). However, those whose behavior infringes on the rights of others have, in essence, forfeited that privacy. Guidelines are available for events where alcoholic beverages will be provided and attended by persons under the legal drinking age. Those who are of legal drinking age and who wish to sponsor campus events with alcohol must comply with the guidelines established by the Office of the Vice President for Student Affairs. If given approval to serve alcoholic beverages, those organizing the event are responsible for ensuring that only those of legal drinking age are served. Students of legal drinking age will be issued an ID bracelet for timely and required identification. Availability of alcoholic beverages shall not be the primary focus of advertising campus social events.

### ***Ways In Which Incidents Will Be Handled:***

If a Resident Director (RD), Resident Advisor (RA) or Dean observes an individual entering or leaving a room with alcohol, s/he has substantive cause to enter that room to investigate a possible alcohol violation.

In the event of a noise complaint, the RA or RD will go to the room and knock on the door. If no one answers, the RA or RD may enter the room. The RA or RD will instruct the residents of the room to control the noise. S/he will not have cause to investigate possible alcohol violations unless indicators of alcohol consumption or provision are observed, such as evidence of intoxicated behavior, kegs, bottles or cans and/or odor of alcohol. All residents and guests must remain present until the RA or

RD collects appropriate information. This procedure will be the same for any similar complaint.

Students and their guest(s) are in violation of the College's Alcoholic Beverage Policy under any or all of the following circumstances:

1. **Transporting** an open/closed container of alcohol across common spaces of the College (lounges, game rooms, dining areas, hallways, courtyards, driveways, parking lots, etc.);
2. **Possession or Consumption** of alcohol (empty/partially full or full bottles, cans, containers, etc.) while on College grounds/property, which includes residential rooms. Alcohol containers, including but not limited to empty or full beer cans or bottles, are not permitted as room decorations.
3. **Serving, Providing or Making Available** alcohol to persons under the age of 21 in any campus or off-campus location. No person under the age of 21 is permitted to consume or possess alcohol on Bloomfield College Property or at any Bloomfield College sponsored/affiliated event on/off campus.
4. **Procuring** alcohol for persons under the age of 21 or by students under the age of 21 through the falsification of identification;
5. When individuals are not drinking alcoholic beverages but are in the presence of individuals drinking or in possession of alcoholic beverages in a resident's room or in a residence facility's common and surrounding areas.
6. When a student and or their guest are found in an intoxicated state in a residence facility or when their consumption of alcohol contributes to behavior that:
  - a. Infringes (disrespects) the peace and privacy of others and the overall community; (vomiting, public urination, etc.);
  - b. Intimidates, threatens, or injures self and others (belligerency);
  - c. Leads to the destruction of property; that student will be subject to a general fine of \$100 or more (based on the degree/assessment of damages and the cost of repair/replacement) and or suspension/expulsion from the Residential Education and Housing Program.
  - d. Requires hospitalization and/or police/security intervention; that student will be subject to a fine of \$100 and or suspension/expulsion from the Residential Education and Housing Program.

Violations of local ordinances or State laws may be grounds for disciplinary action, regardless of where such violations occur, if they clearly violate Bloomfield College standards of conduct. The preceding regulations apply to students both on and off the College campus, particularly in the local vicinity.

### ***Drug Policy***

Bloomfield College does not condone the possession, use, manufacture or distribution of illegal substances of any kind in any amount. Students in violation of this policy may be jeopardizing their own well-being as well as the well-being of the College community. Among those violations considered to be most serious are: the manufacture, sale or distribution of illegal drugs; any involvement in illegal drug use or traffic with minors particularly from the local area; and possession or use of the more dangerous or highly addictive drugs.

The use, possession, or sale of drugs or narcotics by a student will subject that individual to administrative disciplinary action and/or legal prosecution under federal, state or local laws. The College Health and Counseling Centers are available for students who are involved in the misuse of drugs or narcotics and wish to seek aid in altering this behavior pattern. The College will promote and encourage programs that explore the problem of drug and alcohol abuse.

For any questions regarding the Alcohol and Drug Policy, please contact the Office of Student Affairs at Ext. 245.

### ***Sanctions for Violation of Alcohol and Drug Policy***

In addition to criminal sanctions and civil liability under state law (as outlined below), a student found in violation of the College's Alcohol Policy will be subjected to disciplinary action and sanctions will be imposed. Disciplinary sanctions may vary and are assigned in accordance with the type(s) of unacceptable behavior in which a student engaged/participated, as well as the student's level of responsibility for the incident. The seriousness of the incident(s) and the student's past disciplinary history will be considered in determining the appropriate sanction(s) rendered. The following consequences for violating the College's Alcohol Policy/Student Code of Conduct and failing to comply with the expectations of Bloomfield College students are outlined below:

**First Offense:** Based on the nature of the incident/violation determined by the College, a student will receive a written **Disciplinary Warning**

indicating that additional violations of the policies will result in more serious disciplinary sanctions. The student will be placed on **Conduct Probation** for a semester. A fine of \$50.00 will also be imposed. If the student is under the age of 18, a Parental Notice will be sent to the student's parents/legal guardians. Resident students will also be required to attend one alcohol education workshop.

**Second Offense:** Based on the nature of the incident/violation determined by the College, a second offense, or a first offense involving obtaining alcohol for a minor, will result in a fine of \$100.00 and **Conduct Probation** for a minimum of 30 days for commuters. In addition to the \$100.0 fine and 30 days of **Conduct Probation**, a resident student will also receive a (3) three-day **Suspension From Housing**, advised to seek counseling with the College's Personal Counseling Center, and participate in a community service project (approved by the Office of Residential Education & Housing). If the student is under the age of 18, a Parental Notice will be sent to the student's parents/legal guardians.

**Third Offenses:** Based on the nature of the incident/violation determined by the College, a third offense in any form will result in a fine of \$250.00 and **Conduct Probation** for a minimum of 90 days for commuters. In addition to the \$250.00 fine and 90 days of **Conduct Probation**, resident students will be **Suspended from Housing** for a minimum of (7) seven days; recommended for two counseling sessions with the College's Personal Counseling Center; and participate in an on/off campus Alcohol Educational Awareness Program; If the student is under the age of 18, a Parental Notice will be sent to the student's parents/legal guardians.

**Additional Offenses:** Based on the nature of the incident/violation determined by the College, any additional offenses in any form will result in a fine of \$500.00 and **Conduct Probation** for a calendar year for commuters. In addition to the \$500.00 fine and **Conduct Probation** for one calendar year, resident students will be **Suspended from Housing** for a minimum of (30) thirty days, or be **Dismissed from College Housing**. Students will be recommended to pursue counseling intervention with the College's Personal Counseling Center. If the student is under the age of 18, a Parental Notice will be sent to the student's parents/legal guardians.

Regardless of the number and description of student alcohol violations outlined above, the College reserves the right to suspend or dismiss a student

immediately pending the investigative process and/or its outcome.

Offenses involving serving alcohol to or obtaining alcohol for a minor, will automatically result in a fine of \$200.00; conduct probation for a minimum of one semester; and possible partial or total suspension from housing and/or the College for a minimum of 30 days. **Any offense involving the use and possession of illegal drugs will result at minimum in partial or total suspension from housing and/or the College for a minimum of 30 days, conduct probation for a minimum of 30 days, and may result in dismissal from the College.**

**Hosting Party Offense:** If a resident hosts a party within his/her room/apartment (i.e., resident(s) allows the party to occur in his/her room/apartment), the sanction will be the same as a second offense resulting in a fine of \$100, 30 days of *Conduct Probation*, (3) three-day *Suspension From Housing*, advised to seek counseling with the College's Personal Counseling Center, and participation in a community service project (approved by the Office of Residential Education & Housing). If the student is under the age of 18, a Parental Notice will be sent to the student's parents/legal guardians. A second violation will be treated the same as a third offense. A fourth offense will be treated as an additional offense (including minimum suspension from housing for 30 days or dismissal from housing).

Any violation of the other sections of the Code of Conduct that is associated with the Alcohol and Drug Policy, e.g., damage to property, will result in separate disciplinary actions for each offense. **Any offenses involving the possession, and sale/distribution of illegal drugs on campus will result in immediate dismissal from the College.** In addition, as stipulated below, all students of the College are also subject to local, state, and federal laws. Infraction of the Alcohol and Drug Policy may therefore also result in prosecution by such authorities. In cases involving prosecution by federal, local and state authorities, the College reserves the right to impose disciplinary actions whether infractions occurred on or off the college campus. Students with concerns about drugs or alcohol may contact the Office of Student Affairs for counseling and referrals. Students who violate the College's alcohol or drug policies will be encouraged to use local area alcohol and drug programs. In some cases, the requirement, recommendation and encouragement of counseling may accompany disciplinary sanctions. Any student charged with a violation may petition for an

appeal through the Vice President for Student Affairs/Dean of Students.

### ***Applicable Legal Sanctions: Local, State, and Federal Laws***

Local, state and federal laws which apply to illegal possession, use or distribution of drugs and alcohol (including vehicular violations) will be fully enforced at Bloomfield College. The College will refer offenders for prosecution to the appropriate local state or federal government. Examples of maximum penalties for specific offenses are as follows:

**Offense:** Driving while under the influence of alcohol or drugs (DWI).

**Jurisdiction:** State of New Jersey.

**Maximum Penalty:** 2nd offense-loss of license for 2 years.

### ***Handling Intoxicated Persons***

It is the primary responsibility of those in the presence of a severely intoxicated person to contact appropriate College or local medical or safety personnel. These may be Resident Directors & Advisors, Deans, Health Service/Wellness staff, local police or members of the rescue squad. Intoxication can be grounds for disciplinary action. Contacting the Security Office for assistance in transporting a student in need of medical attention will not, in itself, lead to disciplinary action. Disciplinary action will occur only if other circumstances indicating a violation of College policy are observed. In such cases, the fact that students initiated a call for assistance will be considered a mitigating circumstance. The College is always concerned first and foremost with the safety of its students.

When confronted with a person who has consumed excessive amounts of alcohol or drugs it is important to obtain professional medical care immediately. Check to see if the person is breathing, feel the abdomen for movement or put your hand near the mouth and feel for air movement. If the person cannot be aroused easily, call the Security Office at 973-748-9000, Ext. 366, who will then notify the Bloomfield Police for medical transport.

### ***As Bloomfield College Good Samaritans, below are some important facts to remember:***

Don't leave the person alone, maintain an unobstructed airway and check on him/her often. If the person is breathing but is sleepy, turn him/her on his/her side or stomach so she/he will not choke if vomiting occurs. Do not place the person in a cold shower because it can cause the person to go into shock.

If the person becomes violent, call 911 and notify Security at Ext. 366 or 1-800-809-2222. Again, do not leave the person alone. If the person is responsive, ask how much she/he has had to drink or if she/he has used other drugs. If the person has consumed excessive amounts of alcohol or used other drugs, medical treatment may be needed. Call the Bloomfield First Aid Squad at 973-680-4147. Don't leave the person alone. Whenever you are in doubt about how to handle an intoxicated person call Mountainside Hospital Emergency Treatment Facility for medical advice anytime at 973-429-6000 or call the Bloomfield Ambulance Squad for emergency transport or general assistance at 973-680-4147. All calls are confidential. If all fails, call campus security or dial 911.

## ▶ **STUDENT GUEST(S)**

Bloomfield College students are responsible for and are expected to monitor the behaviors and actions of their guest(s) while on College grounds or in attendance at campus social/educational events. Bloomfield College students can be subjected to a range of disciplinary actions in cases where the actions or behaviors of their guest(s) infringe on the rights of other members of the College community and/or disrupts customary day-to-day college activities.

## ▶ **ACCEPTABLE USE OF COMPUTING RESOURCES POLICY**

### ***General Overview, Scope and Purpose***

1. **Scope:** This Policy applies to all users of the IT ("Information Technology") Systems of Bloomfield College ("Bloomfield"), including but not limited to Bloomfield students, faculty, and staff. It applies to the use of all IT Systems. IT Systems include Bloomfield's Network's host computers, personal computers and workstations, computer accounts, software, files, fax machines and video systems administered by Bloomfield IT, as well as those administered by Bloomfield-affiliated entities ("IT Systems"). This policy applies to all users of Bloomfield IT Systems, whether affiliated with Bloomfield or not, and whether on campus or from remote locations.

Use of Bloomfield IT Systems, accessed through Bloomfield computers or privately owned computers, which may or may not be managed or

maintained by Bloomfield, are governed by this Policy.

2. **Policy Statement:** The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic missions of Bloomfield in teaching, learning, research, and administration. This Policy promotes:

- a. Integrity, reliability, availability, and superior performance of IT Systems;
- b. Assurance that IT Systems are used for their intended purposes; and
- c. Processes for addressing policy violations and sanctions for violators.

3. **Purpose:** Bloomfield is committed to protecting its employees, partners and the Institution from illegal or damaging actions by individuals, either knowing or unknowing. Bloomfield College IT Systems are provided to students, faculty and staff as a privilege and not a right. The use of Bloomfield College provided resources and activities is subject to the requirements of local, state and federal laws, as well as behaviors that comply with academic honesty, Bloomfield College policies and regulations, and sound ethical judgments. Thus, the legitimate use of IT Systems does not extend to whatever is technically possible.

All Bloomfield technology users are responsible for knowing this Acceptable Use Policy and to conduct their activities accordingly. Failure to know the Acceptable Use Policy as set forth herein is not an adequate reason for violation of this policy. Failure to comply with this policy could result in suspension or termination of the user's technology account(s), legal liability, and/or suspension/dismissal from the college.

4. **General Use and Ownership:**

- a. Internet/Intranet/Extranet-related systems, including but not limited to, computer equipment, software, operating systems, storage media, network accounts, WWW browsing, and FTP, are the property of Bloomfield.
- b. While Bloomfield's network administration strives to provide a reasonable level of privacy, users should be aware that all data they create on Bloomfield's IT systems is and remains the property of Bloomfield.

- c. Each user is responsible for using IT Systems and facilities in an ethical and lawful way, in accordance with Bloomfield policies and relevant laws.
- d. Each user is responsible for co-operating with other users of the IT System and facilities to ensure fair and equitable access to same.
- e. Each user is responsible for exercising good judgment regarding the reasonableness of personal use. Bloomfield accepts no responsibility for the integrity or confidentiality of personal files stored on Bloomfield's IT Systems.
- f. Bloomfield reserves the right to audit networks, user accounts, computers, files and systems on a periodic basis.

### *Use of IT Systems*

1. **Use of IT Systems:** IT Systems may be used only for their authorized purposes: To support the research, education, administration, and other functions of Bloomfield.
2. **Confidential and Privacy Information:** All users accessing this system:
  - a. must maintain high levels of security and confidentiality
  - b. must preserve the privacy required for these data
  - c. will access records only as required to perform assigned duties
  - e. will not access or release private information without proper authorization
  - f. will not publicly discuss data in a way that might identify a person

Unauthorized use is a violation of applicable Bloomfield policies and state/federal laws and regulations (such as Graham-Leach-Bliley, FERPA, and HIPAA) and will be subject to criminal, civil and/or administrative action.

3. **Web Pages:** Any page that resides on Bloomfield College servers represents Bloomfield College whether or not designed for that purpose. Any page that resides on a Bloomfield College server must be registered with the College's web administrator. Each page should be reviewed on a regular basis and updated periodically. The following information must be readily accessible from the main page:
  - a. The name of the group or unit represented by the page;

- b. A means of contacting the person(s) responsible for maintaining the page content;
- c. An active link to the Bloomfield homepage.

Employee web pages represent the individual in his/her primary role as a Bloomfield College employee. Incidental personal information on the employee pages is deemed acceptable so long as it does not interfere with the function or desired presentation of the unit, cause disruption of normal service, or incur significant cost to Bloomfield College. Faculty and staff who wish to publish substantial personal information not related to their Bloomfield College functions should use an Internet service provider rather than using Bloomfield College web resources.

Personal web pages represent an individual as a private person and are permitted for students only. Content or hyperlinks to content, which is illegal under local, state or federal statutes, or which promotes or encourages illegal activity, are not permitted. Potentially offensive content should be brought to the attention of the web or network administrator, who will refer the matter to the appropriate channel.

Department and organization web pages represent the organizational unit in the capacity in which it serves the College or the College community. As such, these pages reflect the image of the College as a whole and the web administrator must ensure that their content presents a message consistent with the mission and goals of the College.

Project/special interest web pages are created and maintained for a particular, sometimes temporary purpose such as data gathering or discussion by a board, working group, or committee. If such a project or an interest involves material strictly for internal use or dissemination only among the College community, the web administrator should be advised in order to restrict the Universal Resource Locator (URL) to viewing only from the campus network.

Instructional/research web pages are created and maintained by College faculty to serve as an aid or enhancement to their role as instructors or researchers. Commercial pages are prohibited.

- 4. **External Links:** Bloomfield College accepts no responsibility for the content of pages or graphics that are linked from Bloomfield College web pages. However, web authors should consider that such links, even when clearly labeled, could be misinterpreted as being associated with Bloomfield College.

Bloomfield College reserves the right to remove any web page and/or external links residing on the Bloomfield College server.

### ***Unacceptable Use***

The following categories, while by no means complete, are an attempt to provide a framework for unacceptable activities while using Bloomfield College IT Systems:

1. **Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others.** Users may not deny or interfere with or attempt to deny or interfere with service to other users in any way, which includes “resource hogging,” misusing mailing lists, propagating “chain letters” or virus hoaxes, “spamming” (spreading email or postings widely and without good purpose), or “bombing” (flooding an individual, group, or system with numerous or large email messages). A person who is aware of reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.
2. **Use that is inconsistent with Bloomfield's non-profit status.** The College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non- purposes is prohibited, except if specifically authorized and permitted under Bloomfield policies for conflict-of-interest, outside employment, etc. Prohibited commercial use does not include communications and exchange of data that furthers the Bloomfield's educational, administrative, research, clinical, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.
3. **Harassing or threatening use.** This category includes, for example, the display of offensive, sexual material anyplace on campus, in the workplace and repeated unwelcome contacts with another. This category also includes distributing email that is harassing in any nature such as hate mail, and/or any mail that would discriminate against a person's race, creed/religion, age, physical handicap, sex, sexual orientation, or national origin.
4. **Use that Suggest Bloomfield's Endorsement of Political Causes.** Use of IT Systems in any way that suggests Bloomfield's endorsement of any political

cause or candidate or ballot initiative is prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes Bloomfield involvement, except for authorized lobbying through or in consultation with the Bloomfield's General Counsel's Office.

5. **Use of Bloomfield's name, seal or logo.** Use of the Bloomfield name, seal or logo on personal work pages, e-mail or other messaging facilities is expressly prohibited.

6. **Use damaging the integrity of University or other IT Systems.** This category includes, but is not limited to, the following activities:

- a. Users must not defeat or attempt to defeat any IT System's security - for example, by "cracking" or guessing and applying the identification or password of another User, or compromising room locks or alarm systems. (This provision does not prohibit, however, ITS or Systems Administrators from using security scan programs within the scope of their Systems Authority.)
- b. Altering system software or altering hardware configurations.
- c. Downloading or installing new software on college computers without the permission of the IT Department.
- d. Sharing, distributing, posting, storing, transmitting, and/or disseminating any information, data, or material that violates the Copyrighted files or intellectual property rights of any person or entity in any format or which in any way encourages conduct that would constitute a criminal offense that violates local, state or federal law(s). (See Copyright Infringement Policy below)
- e. Transmitting unsolicited bulk or commercial messages commonly known as "spam" or messages with very large files with the intent of disrupting the Colleges computer server and its network.
- f. Participating in the collection of e-mail addresses, screen names, or other identifiers of other Bloomfield users commonly known as "spidering or harvesting" or participate in the use of software (including "spyware") designed to facilitate this activity. (See *E-Mail Policy*)
- g. Accessing another individual's technology account(s), private files, or e-mail with/without permission of the owner

h. Misrepresenting one's identity in electronic communications and/or by impersonating any person or entity by falsifying a sender's address, forging a user's digital or manual signature, or performing any other fraudulent activity such as "phishing."

i. Using or distributing tools or devices designed to be used for compromising security, such as password guessing programs, decoders, password gathers, unauthorized keystroke loggers, or encryption circumvention devices.

j. Posting or transmitting any information or software which contains a worm, virus, trojan horse, data scrubbing programs (i.e. Evidence Eliminator) e-mail bombs, etc. or generates levels of traffic sufficient to impede other users' ability to use, send, or retrieve information and/or interfere with the Bloomfield computer network and its telecommunications in an attempt to "crash" the host server.

k. Using any technology resources to threaten, harass, and/or intimidate others.

l. Inappropriate use of fax and telephone lines.

m. Using portable media devices to copy, distribute or otherwise manipulate data belonging to Bloomfield, or in any way compromising Bloomfield's proprietary information and/or software.

n. Making fraudulent offers to sell products, items or services originating from any Bloomfield account.

o. Using Bloomfield IT Systems to access pornographic material or to create, store or distribute pornographic material. It will not be a defense to claim that the recipient was a consenting adult.

p. Excessive use of bandwidth consumption such as bulk transfers of files and other high capacity traffic using file transfer protocol, peer-to-peer applications, and newsgroups.

7. **Use in violation of law.** Users shall not use Bloomfield IT Systems in violation of civil or criminal law at the federal, state, or local levels. Examples of such uses are: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; gambling, infringing Copyrights; making bomb threats or threats of any kind, and/or engaging in identity theft or privacy violations.

## ***Copyright Law, Illegal Use of File Sharing Programs, and Procedures for Handling Violations***

1. **Purpose:** With respect to Copyright infringement, users should be aware that Copyright law governs (among other activities) the copying, display, and use of software and other works in digital format (text, sound, images, and other multimedia). This Section will explain the policies and procedures Bloomfield follows in responding to notifications of alleged Copyright infringements on the Bloomfield network.
2. **Copyright Law:** A Copyright is the legal protection afforded to the expression of an idea in a fixed, tangible medium, provided by the laws of the United States to the owners of Copyright. The types of works that are covered by Copyright law include, but are not limited to literary, dramatic, musical, artistic, pictorial, graphic and film works. Many individuals understand that printed works such as books and magazine articles are covered by Copyright laws, but are not aware that the protection also extends to software, digital works, multi-media works, photographs, digital music and movies, and that a Copyright covers all forms of a work, including digital transmission and subsequent use.
3. **Current Law Covering Digital Copyright:** The Digital Millennium Copyright Act (DMCA), signed into law in 1998, recognizes that the digital transmission of works is protectable under Copyright law. The DMCA provides non-profit educational institutions with some protections if individual members of the community violate the law. However, for Bloomfield to maintain this protection, we must expeditiously take down or otherwise block access to infringing material whenever it is brought to our attention, and take steps to enforce our Policies against such users.  

Colleges and individuals can be subject to the imposition of substantial damages for Copyright infringement incidents relating to the use of college network services. In addition, individual infringers may be subject to criminal prosecution. Criminal penalties include up to ten years imprisonment depending on the nature of the violation.
4. **Immediate Importance:** Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks. While Bloomfield encourages the free flow of ideas and provides resources such as the network to

support this activity, we do so in a manner consistent with all applicable state and federal laws. Bloomfield does not condone the illegal or inappropriate use of material that is subject to Copyright protection.

5. **Violations of the Copyright Laws:** the following are some examples of Copyright infringement:
  - a. Downloading and sharing MP3 files of music, videos, and games without payment to, or with the permission of the Copyright owner;
  - b. Downloading and/or installing pirated software, or software to which use is not licensed
  - c. Using Bloomfield logos without permission;
  - d. Placing an electronic copy of a standardized test on a department's web site without permission of the Copyright owner;
  - e. Enhancing a departmental web site with music that is downloaded or artwork that is scanned from a book, all without attribution or permission of the Copyright owners;
  - f. Scanning a photograph that has been published and using it without permission or attribution;
  - g. Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet;
  - h. Downloading licensed software from non-authorized sites without the permission of the Copyright or license holder;
  - i. Making a movie file or a large segment of a movie available on a web site without permission of the Copyright owner.
6. **Liability:** Copyright holders are represented by organizations such as the Recording Industry Association of America (RIAA), the Business Software Association, and the Motion Picture Association of America. They are applying serious efforts to stop the infringing downloads of Copyrighted music, movies, and software. These companies or their agents locate possible Copyright infringements by using automated systems.  

Bloomfield's network has a range of IP addresses and all computers connected to the Bloomfield network have an IP address. When we get a violation notice, Bloomfield locates the IP address and whenever possible, the user of that address. At that point, Bloomfield takes all necessary steps to respond to Copyright infringement.

7. **Enforcement:** Any users who violate the Acceptable Use Policy will be denied access to Bloomfield College technology resources and may be subject to other penalties and disciplinary action. Bloomfield College reserves the right to investigate violations of the Acceptable Use Policy including the gathering and examination of information from the user or users involved and the complaining party if applicable. Bloomfield College may temporarily suspend, block or restrict access to an account or technology resource when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of Bloomfield College technology resources or to protect Bloomfield College from liability. Bloomfield College may also refer suspected violations of applicable law to appropriate law enforcement agencies. All Bloomfield College technology users are also subject to any violations and possible sanctions by technology governing and police agencies and Bloomfield College technology users agree to indemnify and hold harmless Bloomfield College from any and all litigation suits or causes of action brought against the technology user by an outside agency. Any user who has been found guilty of violating the Bloomfield College Acceptable Use Policy has the right to appeal this decision by submitting a written appeal to the Dean of Students Office for students and to Human Resources for employees.

#### 8. **Specific Procedure/Penalties for Violation of DMCA**

- a. **First-time Notifications:** If this is the first notification that Bloomfield has received on an individual, IT must be notified that the infringing material has been removed from the computer before Internet access will be reinstated. A report about the violation of Copyright will be recorded. A warning letter will be generated and the individual will be asked not to repeat the behavior that resulted in the complaint. A copy of that letter will be kept in the individual's file, and a copy will also go to Bloomfield's DMCA Agent. The individual will be fined \$500 by Bloomfield College, plus related costs and fees.
- b. **Second Notification Process for Students:** If students are notified of Copyright infringement a second time, their privileges to access the Internet from their personal computers, either through a wired port or through wireless, will be denied for four weeks. The Dean of Student Affairs will be notified when second infringements have oc-

curred and may take additional action appropriate with Bloomfield's disciplinary process. The individual will be fined \$1000, plus related costs and fees. If the student tries to connect his/her computer to the Internet from Bloomfield port that is assigned to someone else, through an open port in a classroom or through the wireless service, further disciplinary action may take place.

- c. **Subsequent Notification Process for Students:** If students are notified of Copyright infringement a third time, their privileges to access the Internet from their personal computers may be denied for a semester while action is taken by the Dean of Student Affairs to determine the severity of the infringement. Additional sanctions may be applied both from within Bloomfield's disciplinary process and outside the academic arena. Specifically, violators may be subject to fines, indemnification of Bloomfield for legal fees and suspension or expulsion from the College. If the student tries to connect to the Internet from a Bloomfield port that is assigned to someone else, through an open port in a classroom, or through the wireless service, further disciplinary action may take place.
- d. **Second Notification Process for Faculty, and Staff:** Faculty and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable Copyright laws. Bloomfield is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. For this reason, in an instance of a second notification of an individual's infringing activities, Bloomfield's Office of General Counsel is also notified of the infringement and a meeting with relevant administrators will be held to determine the action(s) to be taken.
- e. **Action Taken in Response to Subpoenas:** Upon receipt of a valid subpoena, Bloomfield is obligated to turn over any electronic information regarding specific instances of infringing material that has been allegedly transmitted over its networks.
- f. **Reporting a Copyright Infringement:** You can report alleged Copyright infringements on Bloomfield systems or direct other Copyright questions to the Network Administrator, Director of Information Services and/or the Dean of Students.

## *Electronic Mail Policy*

1. **Purpose:** Bloomfield's email services support the educational and administrative activities of Bloomfield and serve as a means of communication by and between users and Bloomfield. The purpose of this policy is to ensure that this critical service remains available and reliable, and is used for purposes appropriate to the Bloomfield's mission.
2. **Scope:** This policy applies to all members of the Bloomfield community who are provided access to email services.
3. **Policy:** Bloomfield provides electronic mail (email) services to faculty, staff and students, and to other affiliated classes of individuals, including alumni and official visitors. Use of Bloomfield email services must be consistent with Bloomfield's educational goals and comply with local, state and federal laws and Bloomfield policies.

### 4. **Bloomfield Email Addresses and Accounts**

- a. **Faculty and Staff:** Email services are available for faculty and staff to conduct and communicate concerning Bloomfield business. Incidental personal use of email is allowed with the understanding that the primary use is job-related, and that occasional use does not adversely impact work responsibilities or the performance of the network.

Email services are provided only while a user is employed by Bloomfield. Once a user's electronic services are terminated, employees may no longer access the contents of their mailboxes.

Faculty and staff email users are advised that electronic data (and communications using the Bloomfield network for transmission or storage) is owned by Bloomfield, and may be reviewed and/or accessed by authorized Bloomfield officials for purposes related to Bloomfield business. Bloomfield has the authority to access and inspect the contents of any equipment (hard drives, USB thumb drives, floppy disks, etc.) files or email on its electronic systems. The College, if warranted, also reserves the right to monitor an individual user's network activity without the user's consent or knowledge.

- b. **Students:** Email services are available for students to support learning and for communication by and between Bloomfield and themselves. The services are provided only while a student is enrolled in

Bloomfield. Once a student's electronic services are terminated, as specified in the document Computing Privileges, students may no longer access the contents of their mailboxes.

Student email users are advised that electronic data (and communications using the Bloomfield network for transmission or storage) is owned by Bloomfield, and may be reviewed and/or accessed in accordance with Bloomfield's Acceptable Use Policy. Bloomfield has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

- c. **Alumni and Others:** Individuals with special relationships with Bloomfield, such as alumni or official visitors, who are neither employed nor enrolled at Bloomfield, are granted limited email privileges, including an email address, commensurate with the nature of their special relationship. Bloomfield reserves the right to discontinue these privileges at any time.

5. **Acceptable Use Under Bloomfield Policies:** Email users have a responsibility to learn about and comply with Bloomfield's policies on acceptable uses of electronic services, particularly the Bloomfield College Acceptable Use of Computing Resources Policy. Violation of Bloomfield policies may result in disciplinary action dependent upon the nature of the violation. Examples of prohibited uses of email include:

- a. Intentional and unauthorized access to other people's email;
- b. Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited mail;
- c. Use of email for commercial activities or personal gain (except as specifically authorized by Bloomfield policy and in accord with Bloomfield procedures);
- d. Use of email for partisan political or lobbying activities;
- e. Sending of messages that constitute violations of Bloomfield's Policy and Procedures.
- f. Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications;
- g. Use of email to transmit materials in a manner which violates Copyright laws.

6. **Security and Privacy of Email:** Bloomfield attempts to provide secure, private and reliable email services by following sound information technology practices. However, Bloomfield cannot guarantee the security, privacy or reliability of its email service. All email users, therefore, should exercise extreme caution in using Bloomfield email to communicate confidential or sensitive matters.

## 7. Best Practices in Use of Email

- a. **Confidential Information:** When sending confidential information, it is strongly recommended that the user encrypt the message in an approved method. Users transmitting confidential documents as email attachments must password protect them, or utilize other secure methods.
- b. **Viruses and Spyware:** Bloomfield email users should be careful not to open unexpected attachments from unknown or even known senders, nor follow web links within an email message unless the user is certain that the link is legitimate. Following a link in an email message executes code that can also install malicious programs on the workstation.
- c. **Identity Theft:** Forms sent via email from an unknown sender should never be filled out by following a link. Theft of one's identity can result. More information about the risks of identity theft can be found by contacting Bloomfield's IT Security Director.
- d. **Password Protection:** Bloomfield's policy requires the use of strong passwords for the protection of email. A strong password should contain digits or punctuation characters as well as letters. The Computing Password Policy contains information on how to choose and maintain compliant passwords.
- e. **Departmental Email Boxes:** Departments that provide services in response to email requests should create departmental email boxes. Shared mailboxes may help support departmental functional continuity for managing requests sent via email. Further information about this service can be found in the document Sending/Receiving Email for Departmental IDs.
- f. **Forwarding Email:** Bloomfield email users may choose to have their email delivered to a CIS-managed mailbox or forwarded to another mail repository. However, a non-Bloomfield forwarding address should not be used if there is a reasonable

expectation that confidential information will be exchanged. Email is not considered a secure mechanism and should not be used to send information that is not considered public.

Staff email users on an extended absence should create an Out Of Office message, which should include the contact information for another staff member who can respond while the user is away from the office.

- g. **Staying Current:** Official Bloomfield communications such as urgent bulk email, course email, and morning mail should be read on a regular basis since those communications may affect day-to-day activities and responsibilities.

## *Personal Account Responsibility*

Users are responsible for maintaining the security of their own IT Systems accounts and passwords. Passwords are not to be shared with any other person. Users are responsible for any activity carried out under their IT Systems accounts or posted on their personal web pages. If you find someone has used your password, notify the Help Desk at 973-748-9000, ext. 224 immediately.

Here are some helpful hints on creating effective computer passwords:

- a. Use a minimum of eight characters and at least one character from three of the following four classes:
  - English upper case letters
  - English lower case letters
  - Numerals (0, 1, 2, etc.)
  - Non-alphanumeric (special) characters such as punctuation symbols
- b. Do not base passwords on any easily identified words, numbers, or special characters e.g. commonly used words, reversal of such words, any system identifier or obvious phrases or sequences.
- c. Do not reuse a password; construct a new password each time it is changed.
- d. The following strategies will help you to generate a password that is easy to remember, is hard to guess and complies with the University policy.
  - Use a mixture of upper and lower case and punctuation e.g. **kEEpØut!**
  - String several words or parts of words together e.g. **it'sCØld**
  - Choose a phrase, perhaps a line from a poem or song and form passwords by concatenating

words from the phrase along with digits and/or punctuation. e.g. **Tw1nLit\*** (from twinkle, twinkle, little star), **yAt55Øm1** (from you are the sunshine of my love)

- Invent phrases like car registration plates e.g. **oNe4yØu!**

## **Appendix A:** **Rules and Regulations for Computing Facilities**

1. The computer facilities may be used by authorized users only.
2. Utilization of these facilities for commercial or illegal activities is strictly prohibited.
3. Treat College property with respect.
4. Do not copy software without proper authorization or use illegally copied software. Any unauthorized software left on College hard drives will be deleted.
5. Storing personal files on the College hard drive is permitted, however the integrity of personal work stored on local drives is not guaranteed; users store work at their own risk. Users are encouraged to use floppy disks or USB flash/thumb drives to store their work.
6. The illegal storing of Copyrighted files on the College's hard drive, network or lab computers is strictly prohibited.
7. Printing in all computer labs is restricted to Bloomfield College student use only for school related projects. The overuse of printers and paper has both an ecological and economic impact. Printing of multiple copies of any one document is strictly prohibited. Printers should not be used as copying machines. Print quality is not guaranteed. Printing is monitored in the College's computer labs. Excessive use can result in individual student charges for toner and paper.
8. Time limits for workstations may be imposed.
9. Users must relinquish workstations for scheduled classes.
10. No eating, drinking or smoking is permitted in any computer lab.
11. Computer game playing is prohibited at all times.
12. The College is not responsible for personal belongings.

13. Users must adhere to the posted rules, policies and procedures. Users who violate this policy are subject to revocation of their computing privilege.

### ▶ **BEEPERS/CELLULAR PHONES**

All beepers/cellular phones must be turned off or placed on “vibrate” mode during class and on-campus workhours. If an incoming paging signal interrupts the class, the student should immediately turn it off. Except in the case of an extreme emergency, students should not disturb the class by leaving the room (see disruption or obstruction of college activities in college catalog) when signaled by a beeper or phone. Under no circumstance should students make or receive phone calls during class lectures/discussions or major campus ceremonies and events.

### ▶ **FIREARMS POLICY**

New Jersey statute prohibits the possession, storing, or use of firearms on any college or university campus in the state. Therefore, firearms, including firecrackers and ammunition, are prohibited on campus. Pellet guns, paint ball guns, and air rifle guns are also prohibited.

### ▶ **FUND RAISING**

No student group may collect funds for its own use or for any community or charitable purpose without permission of the Director of the Center for Student Leadership and Engagement or appropriate college official, who will advise the group of requirements for financial responsibility.

### ▶ **GAMBLING**

Students are expected to abide by the state and local laws regarding gambling. Gambling is not permitted on campus.

### ▶ **SEXUAL HARASSMENT POLICY**

The College has a policy to ensure that all employees of Bloomfield College have a work and learning environment free of any type of discrimination, including freedom from sexual harassment.

**Policy** - The U.S. Equal Employment Opportunity Commission (E.E.O.C.) has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964. Bloomfield College agrees with the intent of the sexual harassment guidelines because

effective working relationships between employees and effective learning relationships between staff, faculty and students must be based upon mutual respect.

Bloomfield College considers sexual harassment of either employees or students as unprofessional and unacceptable conduct and as an abuse of authority/power. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status, or
- b. Submission to or conduct of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- c. Such conduct has the purpose or effect of interfering unreasonably with an individual's performance or creating an intimidating, hostile or offensive environment.

In addition, no supervisory or non-supervisory employee shall threaten or insinuate, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's continued enrollment, grades, advancement, student status, or any other condition of enrollment at Bloomfield College. Similarly, no supervisory or non-supervisory employee shall promise or suggest, either directly or indirectly, that a student's submission to sexual advances will result in any improvement in a student's grades, advancement, student status, or other condition of enrollment at Bloomfield College. **A staff member or faculty member's relations with students shall be limited to those, which are consistent with and necessary to the performance of the staff member or faculty member's duties as an employee of Bloomfield College.** Sexual relations between students and staff members, whether consensual or nonconsensual, are strictly prohibited. Consent by the student involved will not alleviate an employee from disciplinary action under this policy.

Other sexually harassing conduct at Bloomfield College whether committed by supervisory or non-supervisory personnel, is also prohibited. This includes the following:

- offensive sexual flirtations, advances, propositions;
- verbal abuse of a sexual nature;
- the telling of obscene jokes or display of sexually graphic pictures or objects in the workplace or classroom;

- obscene comments about an individual or comparing a person to risqué pictures, drawing, cartoons, etc.;
- unnecessary discussion of sex and sexuality in the classroom;
- repeated requests to have lunch, dinner, etc.;
- repeated requests that an employee or student stand, sit or move closer, or insistence on private meetings behind closed doors; and
- unnecessary offensive touching of an employee or student, such as patting, pinching, grabbing, hugging, and repeated brushing against another employee or student's body.

Bloomfield College also prohibits harassing conduct directed at an individual because of his or her sex, even if the conduct is not sexual in nature. Therefore, no supervisory or non-supervisory employee shall harass or discriminate against any staff member, faculty member, or student because of his or her sex by verbally abusing him or her, increasing his or her workload, grading him or her differently than students of the opposite sex, or treating him or her differently than members of the opposite sex.

Bloomfield College also prohibits a supervisory or non-supervisory employee from harassing or discriminating against any staff member, faculty member or student because that individual fails to conform to behavioral norms traditionally associated with the individual's sex. For example, a male individual should not be harassed because he acts effeminately or otherwise fails to conform to a male stereo-type. In addition, no supervisory or non-supervisory employee shall harass or discriminate against any staff member, faculty member or student because of the student's sexual orientation or trans-sexuality.

### ***Complaint Procedure***

Any employee who feels he or she has been subjected to sexual harassment should report the incident in writing directly to the Human Resources Office. Any student who feels he or she has been subjected to sexual harassment should report the incident immediately to the Dean of Students.

### ***Investigation Procedure***

In the case of an employee complaint, the Human Resources Office shall investigate the facts of the incident and determine the validity of the complaint. In the case of a student complaint, the Dean of Students shall

investigate the facts of the incident and determine the validity of the complaint.

If the Human Resources Office or Dean of Students determines the complaint to be valid, the offender will face immediate and appropriate disciplinary action based upon the severity of the charge and the history of past charges, if any, against the offender. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment or expulsion.

If the Human Resources Office or Dean of Students determines the complaint to be without any basis in fact or a fabrication, appropriate disciplinary action may be taken against the employee who has fabricated the complaint.

### ***Privacy***

The enforcement of actual disciplinary action for employees will be deferred to appropriate Vice President in consultation with Human Resources Office. To the extent possible, all persons involved in a complaint of sexual harassment will be given the utmost protection of privacy.

## ► **SEXUAL ASSAULT POLICY**

### ***Introduction***

Bloomfield College is devoted to the pursuit of truth and knowledge through reason and open communication among its members. The College community acknowledges the necessity of being intellectually stimulating. The diversity of ideas is valued. The College's rules are conceived for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a College community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The College recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, in accordance with State law, the College has established this Sexual Assault Policy to insure that the needs of victims are met and that the College community supports human dignity.

### ***What Are Unacceptable Sexual Contacts and Assaults?***

Acts of sexual assault and non-consensual sexual contact are not acceptable at Bloomfield College. For the purposes of this policy, “**sexual contact**” means any intentional touching by the victim or actor, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with himself must be in view of the victim whom the actor knows to be present. “**Sexual assault**” means any act of sexual penetration with another person under any one of the following circumstances:

- Force or coercion is used to accomplish the sexual contact without the person's consent.
- The victim is mentally incapacitated by being rendered temporarily incapable of appraising or controlling his/her conduct due to the influence of alcohol, drugs or other substances ingested by or administered to that person with or without his/her consent.
- The victim is physically helpless by unconsciousness, sleep or for any other reason the victim is physically unable to communicate his/her willingness to participate in the act.
- The actor knew or should have known that the victim was mentally incapacitated or physically helpless.

### ***Criminal Sanctions / Disciplinary Action***

College employees and students are expected to abide by all local, state and federal criminal law. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault and non-consensual sexual contact will subject a student to College disciplinary action. Sanctions could include dismissal, suspension, conduct probation or any other form of the College's disciplinary sanctions. Employees will be subjected to warning, suspension, demotion or termination of employment. College penalties and disciplinary procedures are specified in the Standards of Conduct in the College Catalog.

## ► **NOTIFICATION**

The College encourages, but does not require, that any victim of sexual assault or non-consensual sexual contact notify College personnel and the law enforcement

and civil authorities. The College will provide full and prompt cooperation and assistance in notifying the proper authorities. The College also strenuously encourages victims to obtain all necessary medical care and counseling.

Allegations of sexual assault or non-consensual sexual contact can be communicated to any College Dean, Faculty Member, Administrator, College Chaplain, Resident Director or Resident Advisor, Security Personnel, Counseling Center Member, or the College Nurse. Such allegations can also be reported directly to the law enforcement and civil authorities. The College Counselor is located in the College Center, Third Floor, Room 3 and can be contacted by telephone at Extension 403. The College Nurse is located on the Second Floor of the College Center and can be reached at Extension 360. College Security personnel can be reached by dialing 0 or Extension 366.

Any allegations of sexual assault or non-consensual sexual contact will be treated seriously by the College and all victims will be treated with dignity. No suggestion will be made that any victim is responsible for the commission of any crime against him/her. No pressure will be executed by College personnel upon any victim to:

- report any crime if the victim does not wish to do so;
- report any crime as a lesser offense than the victim perceives the crime to be;
- refrain from reporting any crime; or
- refrain from reporting any crime to avoid unwanted personal publicity.

► **VICTIMS’ RIGHTS AND SERVICES**

The victims of sexual assault or non-consensual sexual contact will be

- afforded the same access to legal assistance as the accused;
- afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; and
- notified of the outcome of the disciplinary proceeding against the accused.

Regardless of whether the alleged crime is formally reported to campus or civil authorities, the College based medical, counseling and other services are available for victims. The full, prompt and victim-sensitive cooperation of the College personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when necessary to preserve evidence of the

assault will be provided to all victims. In order to preserve evidence, the College encourages victims not to void, shower or cleanse in any manner or to change clothes prior to going to the hospital. The East Orange Mobile Crisis Unit is available for assistance and can be telephoned at 973-266- 4478. That unit is able to send a crisis worker to talk to any victim and transport him/her to the East Orange General Hospital Emergency Room, if desired by the victim. Counseling is available at the College to assist the recovery of victims. The College will also take all reasonable and necessary actions to prevent any further unwanted contact of victims by their alleged assailant. The College will also provide assistance in changing academic and living situations if such changes are reasonably available and necessary.

For additional information regarding victim's rights, students should review the New Jersey Sexual Assault Victim's Bill of Rights (<http://www.state.nj.us/nj/safety/>)

► **RESOURCES AND IMPORTANT TELEPHONE NUMBERS**

***ON CAMPUS***

- Main Phone Number . . . . . (973) 748-9000
- Personal Counselor . . . . . Ext. 403
- Health Services Officer . . . . . Ext. 360
- Residential Education and Housing . . . . Ext. 247
- Chaplain . . . . . Ext. 393
- Security. . . . . 0 or Ext. 366

***OFF CAMPUS***

***Medical***

- Mountainside Hospital, Montclair . (973) 429-6000
- Clara Maass Medical Center,  
Belleville . . . . . (973) 450-2000
- Columbus Hospital, Newark . . . . (973) 268-1400

***HIV Testing (Confidential)***

- East Orange Primary Care . . . . . (973) 675-1900  
444 William Street, East Orange

***Pregnancy***

- Planned Parenthood . . . . . (973) 622-3900
- Birthright . . . . . (973) 743-2061

***Mental Health***

- East Orange Crisis Intervention . . . (973) 672-9685

Community Health Care Counseling  
for Belleville, Bloomfield  
and Nutley . . . . . (973) 450-3100

### **Community Resources**

Safe House – shelter, counseling,  
housing and legal advocacy . . . . (973) 759-2154  
Essex County Family Violence  
Program. . . . . (973) 484-4446  
Domestic Violence Services for  
Men Who Batter – UMDNJ . . . . (973) 972-6421  
NCJW Center for Women. . . . . (973) 994-4994  
NJ Coalition for Battered Women/  
Lesbian Helpline . . . . . 1 (800) 224-0211

### ► **SMOKE FREE POLICY**

The College has a policy to ensure that all students, employees and other members of the College community have a work and learning environment free of second-hand smoke. Smoking is not permitted in any public building on campus, including the residence facilities and areas surrounding the entrance of any facility.

Supervisory employees shall ensure that all employees under their supervision comply with this policy. Similarly, faculty shall ensure that students under their instruction comply with the smoke free policy. Any member of the College community who violates the policy is subject to College disciplinary action.

Bloomfield College students are responsible for the behavior of their guests. College visitors who violate this policy will be escorted from the campus by a College Security Officer. Repeat violations by the visitor may result in his/her barring from the College campus or specific College facilities.

### ► **SPEAKER'S POLICY**

The College permits students and student organizations to host speakers and/or performers on campus. The student/ organization and the speaker/performer are required to pay certain costs; comply with certain timelines and security needs; and fulfill other responsibilities. All such requirements are set forth in a speaker/performer form contract maintained at the Center for Student Leadership and Engagement. A contract must be executed by the speaker/performer and the College at least 20-days prior to the engagement/performance date(s) on College grounds.

### ► **CAMPUS MINISTERS POLICY**

Bloomfield College seeks to promote the presence of a vigorous and diverse religious community on campus, to foster interfaith dialogue, understanding and co-operation within that community, and to encourage its active participation in the public discourse of the College. To this end, Bloomfield College employs College Chaplain, to direct and encourage spiritual life on the campus and to welcome the presence of a wide range of denominational and non-denominational ministries reflecting diverse faiths and religious traditions.

The Chaplain's Office recognizes that there are many forms of ministry and spiritual expression and that spiritual life works best when members of the community practice their faith with freedom and autonomy. It is, therefore, to be understood that this policy concerns itself only with those who would serve the campus in the specific capacity of Campus Ministers and Auxiliary Ministers. Campus Ministers and Auxiliary Ministers are not employed by Bloomfield College.

The purpose of this policy is to develop and administer a formal process to "recognize" Campus Ministers at Bloomfield College. The College Chaplain will oversee and administer this policy. Campus Ministers are invited to develop ways to serve the pastoral needs of students, faculty and staff that are in keeping with their own religious tenets and in ways that will provide a sense of personal and professional integrity. In so doing, those serving Bloomfield College as Campus Ministers should seek to model mutual respect, love of learning, and care for the common good. In return, the College offers campus ministers an acknowledged role within the College community, honoring their relative autonomy as agents of the religious organizations to which they report.

In keeping with the mission and purpose of Bloomfield College and the core values of the Presbyterian Church (USA), the Chaplain's Office will enthusiastically and energetically support and advocate for the right to self-determination and free expression within individual campus ministries. This arrangement presupposes the College's ability to ensure that the qualifications and actions of its Campus Ministers reflect the highest professional standards for leaders in their own religious communities, that the religious organizations to which they report are in a position to provide adequate accreditation and supervision, and that the College's own standards are met. With this in mind, the Office of Chaplain employs the following guidelines for the recognition of campus ministers:

1. All applications for recognition must be accompanied by written approval from a religious council,

church or other official religious governing body. The Chaplain will not consider applications from individuals without the approval and recommendation of a recognized religious body. This endorsement should also include evidence of salary or other compensation and proof of medical insurance for the individual applying for recognition. This information, along with the individual's professional résumé, should be sent to the Chaplain. Recognition is conferred by the Chaplain in consultation with the Associate Dean for Student Development and Support Services, and the Vice-President for Student Affairs.

2. To be recognized as a *Campus Minister*, one shall normally be:

- Nominated and endorsed by a national or regional religious organization prepared to supervise and assume ultimate responsibility for his or her activity;
- Ordained (or equivalent) and in good standing with a recognized governing religious organization;
- Professionally trained for religious work;
- Experienced in campus ministry or related areas (e.g., work with young adults – ages 18-35, congregational ministry, teaching, etc.);
- Committed to ecumenical and interfaith co-operation;
- Equipped and eager to participate in the intellectual life of an academic community;
- Able to provide character references and willing to submit to a background check.
- In addition, campus ministers may function only within programs sponsored by either the Chaplain or a corresponding student religious organization duly established and registered with the College.

3. To maintain recognition as a Campus Minister, one is expected to:

- Attend meetings of the Interfaith Ministry Team;
- Provide an annual report to the Chaplain, including evidence of continuing sponsorship by the authorizing body;
- Be guided by the policies and procedures of Bloomfield College, as well as those of Student Affairs and the Chaplain.

4. The College provides recognized Campus Ministers with a College identification card, access to the College library, and a College e-mail account. While rec-

ognition does not entitle campus ministers to office space, they may reserve and use College space for regular gatherings and special events through the Chaplain or through the appropriate student organization.

5. In consultation with the Associate Dean of Student Development and Support Services and the Vice-President for Student Affairs, the Chaplain may offer *auxiliary status* for ministers providing a limited and well-defined service to a particular religious student group for a specified period of time (e. g., a weekly Bible study, group meditation session, or to generate interest in the formation of a new student organization). Auxiliary ministers do not enjoy the privileges of recognized campus ministers, and are not necessarily members of the Interfaith Ministry Team.

6. The privileges outlined above may be revoked at any time from a minister who fails to live up to these requirements, regardless of recognized status.

## **Addendum to: Employee Handbook and College Policy Brochure**

### **BLOOMFIELD COLLEGE ANTI- BULLYING POLICY**

The Bloomfield College Community is committed to upholding the highest standards of ethics, integrity, and professionalism in all of its efforts to serve students and employees. The College's aim is to provide a living and learning community that is supportive, caring, safe, and free of abusive behaviors. Any actions or behaviors which involve forms of abuse or bullying, as defined below, of an individual/group in any capacity will not be tolerated. Anyone experiencing or witnessing bullying is encouraged to report it to the Office of Human Resource (for employees/campus visitors) or the Office of Student Affairs (for students). All allegations will be taken seriously, investigated, and addressed immediately.

Bullying is a form of intimidation and harassment. It is defined as any behavior, deliberate or perceived, usually repeated over a period of time, where it is difficult for those bullied (i.e., those persons who are the recipients of the intimidation/harassment) to defend themselves. Bullying can occur in a variety of settings, on multiple occasions, and is generally a result of the actions of an individual/group to cause others to feel badly. Bullying involves the abuse of power to threaten an individual/group, causing physical, emotional and/or mental harm to an individual/group, or frightening or intimidating others.

Some examples of bullying include, but are not limited to, the following abusive behaviors:

1. Physical: (e.g. pushing, shoving, kicking, hitting, punching, any use of physical violence or offensive touching)
2. Extortion (e.g. demanding payment in money or other services in kind)
3. Gesture (e.g. use of disrespectful hand/body gestures)
4. Exclusion (e.g. not allowing another person to be part of a group or activity to which they have legitimate membership/or are entitled to)
5. Verbal (e.g. spreading stories, gossip, and/or rumors about another person(s) or verbal name-calling/harassment)
6. Emotional (e.g. hiding personal property, tormenting/harassing behaviors, threatening gestures, or teasing)
7. Discrimination (e.g. racial/ethnic taunts, discriminatory language/abuse/graffiti/gestures/threats based on race, creed, age, disability, gender, religion, culture, sexual orientation, domestic partnership or civil union status, familiar relationship, marital status, and/or national origin)
8. Sexual (e.g. unwanted physical contact and/or sexually abusive comments/language/behavior)
9. Defamation. (e.g. includes unprivileged oral, written, or electronic publication of a statement that one knows or should know is false, which exposes a person(s) about whom it is made to, acts of hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with him or her)
10. Cyber bullying (e.g. using internet technology or other electronic communication as a means of bullying in a manner to cause alarm or harm by use of text message; mobile phone pictures/video clips; mobile phone calls; e-mail; chat rooms; instant messaging; websites including Blogs and social networking sites like Facebook, My Space, and Twitter)
11. Other behavior: (e.g. any behavior that is severe, pervasive, or persistent as to interfere with or limit another person's ability to participate in or benefit from the services, resources, and activities at Bloomfield College.

This list is not exhaustive of all forms of bullying.

#### **College Policy**

Bullying or abuse in any form is unacceptable at Bloomfield College and will not be tolerated. The Office of Student Affairs and/or the Human Resources Department will investigate all allegations of abuse or bullying. In some cases, the Bloomfield Township Police Department or other external agencies will be notified if the allegation of abuse or bullying is viewed as a criminal act. Students are encouraged to report their own experiences with bullying as well as to report personal observations of the bullying of peers. College employees are required to report their personal observations of bullying of students by individuals and/or groups. Employees are also encouraged to report their own experiences with bullying or observations of bullying of peers.

### **Procedure for Responding to Bullying Reports**

- 1) A written report of the incident will be made by the staff member receiving the allegation of bullying or abuse as soon as possible. If the alleged victim reports the incident, they should also submit a written report. The report should be as factual as possible and contain dates, times, the names of individuals involved, locations, etc.
- 2) The report and statement will be submitted to Student Affairs and/or Human Resources as soon as possible.
- 3) The investigation will commence within 48 business hours of receipt of the report. The investigator will interview the appropriate individuals involved in the incident and follow the guidelines in the Code of Conduct and/or the Staff Handbook regarding appropriate disciplinary actions, which can range from a warning, conduct probation to dismissal/termination from the College. Copies of records from bullying or abuse-related incidents will be kept in both the victim's and bully's files.
- 4) The College will take reasonable and necessary actions to prevent further unwanted contact of victim(s) by their alleged bully (ies). Such action can include: restricted access to certain areas on the campus; and assistance in changing academic, living, or work situations if such changes are requested, reasonably available and/or warranted.
- 5) Support services will be available to the victim(s) and the bully (ies). If the bully is not dismissed from the College or terminated from employment at the College, both victim(s) and bully (ies) will be referred to Counseling Services, if appropriate.

### **Informing Students/Staff About Bullying Policy**

The College will raise awareness of this Policy and behaviors that constitute bullying and abuse at New Student, Staff, and Faculty Orientation programs, as well as at resident and commuter student forums. The College will annually publish and disseminate copies of this Policy to faculty, staff and students electronically. The Policy will also be available within the College's Policies Brochure for students, Staff/Faculty Handbooks for employees; and on the College's website.