BLOOMFIELD COLLEGE ACCEPTABLE USE POLICY

Summary of Acceptable Use Policy

Bloomfield College provides technology resources to the College Community, including students, faculty, administration, alumni, members of the Board of Trustees, and residents of the township of Bloomfield. These resources include: computer hardware such as computers, phones, and video equipment; computer software owned by or licensed to the College; and online services provided by the College, such as access to the campus network and to the Internet. Use of these resources is a privilege, not a right, and is provided by the College for educational purposes only. The College reserves the right to limit or restrict access to these technology resources.

All members of the Bloomfield College community who share the technology resources of the College must use those resources in a responsible manner. All users are bound by local, state, and federal laws relating to technology use including copyrights, security and electronic media. All users must adhere to the highest standards of ethics and academic honesty and must respect the rights of others, the integrity of system security and College controls, and all contracts and license agreements.

All users are responsible for knowing the Acceptable Use Policy. Individuals who misuse these technology resources may have their user privileges terminated and may be held personally liable. Unauthorized use of these facilities is prohibited. College resources are not to be used for illegal or commercial purposes. Under appropriate circumstances, the College retains the right to examine and copy any files or information that exists on College computer systems. Users who do not adhere to these policies are subject to the revocation of their computing privileges and other sanctions.

Introduction

Bloomfield College provides access to technology resources including networks, computers, and software for the Bloomfield College community including students, faculty, administration, alumni, and members of the Board of Trustees, as well as residents of the township of Bloomfield. These resources are intended for educational and administrative purposes, including for support of teaching, learning, research and service missions. This policy applies to all users of Bloomfield College technology resources, whether on campus or from remote locations. All users are responsible for knowing the Acceptable Use Policy.

Rights and Responsibilities

The use of Bloomfield College technology resources is a privilege, not a right. Bloomfield College supports a campus and computing environment open to the free expression of ideas. However, the use of Bloomfield College technology resources is subject to the requirements of local, state and federal laws, as well as to the principles of
ethical behavior and academic honesty. Users must respect intellectual property. They must also respect the individual’s rights to privacy and freedom from harassment or intimidation. Thus, legitimate use of a technology resource does not extend to whatever is technically possible.

General Rules

- Users of Bloomfield College technology resources must comply with federal and state laws, Bloomfield College rules and policies, and the terms of applicable contracts, including software licenses, while using these resources. All installed software remains the property of Bloomfield College and may not be copied. No additional software is to be installed.
- Computer game playing, including games available via the Internet, is prohibited on College-owned computers at all times except on those computers that are part of the gaming area in the College Center.
- Downloading of copyrighted material using the campus network or other campus technology resources and sharing that material is also prohibited.
- Users may not send, receive, print, or otherwise disseminate statements or language that offend or harass (or are perceived to offend or harass) others on the basis of their race, national origin, gender, sexual orientation, age, disability, or religious or political beliefs.
- Users may not imply that they speak on behalf of Bloomfield College or use Bloomfield College trademarks or logos without authorization to do so.
- Users may not use technology resources to gain unauthorized access to remote computers or to impair or damage the operations of Bloomfield College computers or networks. This includes, but is not limited to, blocking communications lines and running, installing, or sharing virus programs.
- An account issued to an individual is intended for the sole use of that individual and are non-transferable. The holder of the account is responsible for everything originating from his/her account. Passwords are the property of the individual and must not be shared.

Specific Rules

The following types of activities are examples of behavior that is either unethical or unacceptable. In some cases, they may also violate local, state, or federal law:

- Altering system software or altering hardware configurations
- Downloading or installing new software
- Accessing another individual’s account, private files, or email without permission of the owner
- Copying, editing or deleting another person’s files
- Misrepresenting one’s identity in electronic communications
- Using the College’s technology resources to threaten or harass others
- Using the College’s technology resources for commercial or profit-making purposes
- Disobeying lab and system policies, procedures, and protocols

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• Setting up file-sharing software
• Using software to capture data packets
• Use of computers for anything other than intended by Bloomfield College.

Security and Privacy

Although Bloomfield College employs measures to protect the security of its technology resources and its users' accounts, users should be aware that the College cannot guarantee security and confidentiality.

All data on the Bloomfield College computer system and network, including student and personnel records, are protected, and the confidentiality of these records must be maintained. In case of system problems, College staff is authorized to look at any information in any file necessary to solve the problem. Staff will treat any information unrelated to the problem as confidential. Do not store on the computer system private information about yourself or about another person without protecting this information. Do not create or use programs that collect private information about users.

E-Mail

E-mail includes point-to-point messages, postings to newsgroups and Listservs, and electronic messaging involving computers and computer networks.

Inappropriate Uses of E-mail

The following uses of e-mail by individuals or groups are considered inappropriate and unacceptable at Bloomfield College:

• Mail that misuses or disrupts resources, or chain mail (e-mail sent repeatedly from user to user, with requests to send to others)
• Harassing or hate mail that violates Bloomfield College rules and regulations or the Student Code of Conduct
• Virus hoaxes and virus attacks
• Any message that is commercial in nature
• Partisan political messages
• Spam or junk mail
• False identification – any actions that attempt to defraud another, misrepresent, or fail to accurately identify the sender
• Engaging in any other activity in violation of local, state or federal law.
• Entering another user’s e-mail, on or off campus.
Web pages

Any page that resides on Bloomfield College servers represents Bloomfield College, whether or not designed for that purpose. Bloomfield College's presence on the web is meant to promote a positive image of the College. Any page that resides on the main Bloomfield College server (www.bloomfield.edu) is handled by the College's web master. Each page will be reviewed on a regular basis and updated periodically. Pages that reside at users.bloomfield.edu are the responsibility of their owners. These pages should have contact information for the owner of the pages. They can have any design that the owner wants. The web master is only responsible for providing the space; he/she will not update the site. Web pages of departments, faculty, staff, and students should reflect the educational aims of the institution.

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

Enforcement

Users who violate the College's Acceptable Use Policy will be denied access to Bloomfield College technology resources and may be subject to other penalties and disciplinary action, both within and outside Bloomfield College. 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.

In the case of a suspected violation of the Acceptable Use Policy, the Network Administrator, and either the Associate Vice President for Information Technology (faculty and staff) or Dean of Students (students) or their designees will investigate the facts of the incident and determine the validity of the suspected violation.

Campus computer hardware, software, and electronic mail systems are the property of Bloomfield College. Additionally, all contents of the computers provided by Bloomfield College and all messages composed, sent, or received on the electronic mail system are and remain the property of Bloomfield College. They are not the private property of any employee, student, faculty, administration, alumni and/or member of the Board of Trustees.

Bloomfield College reserves the right to inspect files stored in private areas of our network including individual accounts, in order to ensure compliance with this policy. Bloomfield College further reserves the right to review, audit, intercept, access and

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disclose all messages created, received, or sent over the electronic mail system for any purpose.

If the Network Administrator and either the Associate Vice President for Information Technology or the Director of Information the Services or Dean of Students or their designees determine a suspected violation of this policy to be valid, the offender will face immediate disciplinary action, up to and including discharge, suspension, and/or expulsion.

Students/Faculty/Staff who violate this policy will be disciplined by the College. The discipline imposed in each incident will depend upon the circumstances of the case. Discipline may include written warnings, possible loss of computer privileges, suspension, termination of employment, expulsion from the College, or any combination of these.

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