

# BLUE MOUNTAIN COLLEGE

## Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.22

**SUBJECT:** Acceptable Computer Use

---

### 1. Overview

Blue Mountain College online systems are properties of the College that are provided to be used for general business and education purposes to increase production of faculty, staff, students. To ensure the use of online systems in a productive manner, the institution requires that policies, procedures, and guidelines regarding computer use be strictly adhered to by users. All faculty, staff, and students are required to abide by these policies; any improper use of online systems is not acceptable and may result in disciplinary action, up to and including expulsion and/or termination of employment.

Acceptable use begins with individual responsibility in adhering to all local, state, and national laws. Furthermore, in keeping with the College's mission and goals, all computing use should promote the academic, social, spiritual, and moral development of the campus.

Members of the College community are encouraged to make use of the campus computing system. The campus computing system consists of two parts: Bluestreak (Blue Mountain College's intranet and network infrastructure) and an Internet connection provided via subscription with Dixie Net.

The purpose of the Bluestreak is to facilitate *internal* communication among all members of the campus community. The purpose of the Internet connection is to provide access to *external* data resources.

### 2. Intended Use

Organizations are encouraged to use Bluestreak to create organizational web pages. If the quality and content of a particular page warrant making it available to a wider audience, the College may, from time to time, place the information on its Internet server. In addition, the College's academic departments and administrative offices are encouraged to construct web pages and to use Bluestreak to transmit their announcements.

The College's Internet connection provides access to external informational resources via e-mail, FTP, and the World-Wide Web (www). The College maintains a Web page at

<http://www.bmc.edu> through which interested parties may obtain information about the College. The Webmaster may be contacted at [Webmaster@bmc.edu](mailto:Webmaster@bmc.edu).

The College regrets any inadvertent actions that result in the loss of or damage to information but the responsibility for prevention and the resolution of such problems rests with the user. Furthermore, the College will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

### 3. **Illegal Use**

The following lists, while not exhaustive, offer guidance to the user.

#### A. General Areas Prohibited

- Obscenity
- Pornography
- Copyright Infringement - It is violation of federal and state law to reproduce or distribute copyrighted material such as books, manuscripts, recorded sounds, and computer software. Computer users who copy, distribute (either free or for monetary gain), or receive copyrighted software of electronic information without paying the specified fee are in violation of U. S. Copyright laws.
- Threats and pranks
- Computer Security Violations - It is a violation of federal and state law to disrupt the integrity of another's computer system or to compromise any data integrity, confidentiality or availability, which includes obtaining unauthorized access to governmental computers, accessing a computer database to disrupt its normal function, or publishing, without authorization, a password, identifying code or other confidential information concerning a computer or database.
- Export Control Violations - Federal law limits the ability of persons to export encryption software to points outside the United States.
- Scams and Pyramid Schemes

#### B. Activities Not Compatible with Blue Mountain College's Mission and Goals

- Improperly using the College's Internet service
- Utilizing the campus computing system for commercial gain or private profit
- Circumventing software used to block certain Internet sites or maintain system security
- Attaching unauthorized equipment to the College network, including but not limited to wireless connections
- Using College-assigned network addresses without authorization
- Accessing, copying, modifying, transferring, or destroying other's information without permission
- Harassing others through the campus computing system
- Using the College seal or logo, or the photographs of any member of the College community without authorization
- Using College-assigned computer or network names to misrepresent personal computer resources on the Bluestreak
- Tying up resources through activities such as network gaming and mass e-mailing

- Employing the campus computer system in violation of the Policy 2.19--Honesty and Integrity--statement in the *Blue Mountain College Student Handbook* or standards specified in the *Blue Mountain College Employee Handbook*
- Tying up campus resources by using file-sharing programs
- Tying up campus resources by using streaming audio and/or video (radio, etc.)

#### 4. **Web Pages and Announcements**

##### A. Personal Web pages

As members of the College community, students and faculty have the privilege of constructing their own Web pages for campus viewing. The format and content of these Web pages should be in keeping with the College's mission and goals. Faculty Web pages should be guided by the general obligations of the faculty members as described in the *Blue Mountain College Employee Handbook*.

The following statement must be placed in the footer of the front page of all non-official Web sites: "*Blue Mountain College permits the publication of Web pages on the Bluestreak; however, it is the responsibility of the author to ensure that the format and content of the site comply with College policies and applicable laws.*"

The above statement should appear in 10 pt. Arial font on a legible background.

##### B. College-sponsored Web Pages and Official Announcements

All information must be approved, as described below, prior to being disseminated through Bluestreak.

- 1) All *student organization* announcements and Web page design and content must be approved by the organization's faculty advisor. The advisor should consult with the Vice President for Enrollment Services and Student Life if there are any questions about the appropriateness of the material.
- 2) All *academic department* announcements and Web page design and content must be approved by the department chair. The department chair should consult with the Vice President for Academic Affairs if there is any question about the appropriateness of the material.
- 3) All *administrative unit* announcements and Web page design and content must be approved by the appropriate President's Cabinet member.

Once information has been approved for dissemination, the individual giving approval must make certain that an appropriate and responsible person from within the department, office or organization is utilized to post the information. The President of the College has the authority to make final determinations as to the appropriateness of any information posted (or being considered for posting) on the intranet.

The Director of Information Technology Services is responsible for overseeing and maintaining the technical aspects of the intranet and the College's Internet connection and for assisting with logistical questions and problems.

5. **Reporting Violations**

Use of the College's computing facilities is a privilege not a right. Any member of the College community who witnesses or becomes aware of abuses of this policy should report them to the Director of Information Technology Services. Policy violations may result in the immediate loss of the violator's computer and/or computing privilege and other disciplinary measures.

Before using the computing facilities, all students, faculty and staff will review and sign an Acknowledgment and Agreement of the *Acceptable Computer Use Policy*.

6. **Protocol and Etiquette for Campus Email**

The College has developed protocol and etiquettes for campus email, including the use of the campus listserv, which are included as part of the procedures for implementing this policy. All campus users of email are expected to follow these guidelines.

7. **Monitoring and Privileges**

A. Monitoring Tools

Blue Mountain College IT services routinely monitors usage patterns for its online communications to ensure online productivity and to support planning and management of network resources.

B. Blocking of Internet Access

Different accesses and service levels for different types of personnel may be given to employees depending on the nature of the work. The College reserves the absolute right to block access to certain internet sites at its discretion.

8. **Ownership of Electronic Communications**

A. College Ownership of Communications

All communications over the Blue Mountain College Online System are property of Blue Mountain College. The College reserves the right to monitor the Blue Mountain College Online System to attempt to ensure that any and all communications are in compliance with the stated mission and purposes of the College and assist with the safety of the College family.

B. Use of E-Mail

All faculty, staff, and students are expected to use good judgment when using the e-mail system. Sending chain e-mail or non-college-related mass e-mail violates this standard. Faculty, staff, and students should delete all chain e-mail and all non-college-related mass e-mail immediately upon receipt and refrain from further forwarding. Any references to any other entity in the email signature including other institutions of higher learning should be avoided by faculty, staff and students when using the e-mail system.

C. Non-Discrimination

The transmittal of messages with derogatory or inflammatory remarks about a person's race, color, sex, age, disability, national origin, physical attributes and sexual preference is prohibited.

9. **Maintaining System Security**

A. Keeping the Online System Secure from Computer Viruses and other Threats

Unauthorized downloading, uploading, or installing of software or files is prohibited. This is to prevent security threats from entering the college online systems. All software must be authorized by and registered to the Blue Mountain College. All software is to be approved and installed by the College IT Services Department.

B. Unauthorized Use of Software

The use of unauthorized software is prohibited. All questionable software should be reported to IT Services Department immediately for investigation and removal.

C. Other Unauthorized Downloads

No unauthorized downloads of service packs, software enhancements, or additions to authorized software is allowed without the approval of the IT Services Department.

---

**SOURCE:** Board of Trustees: October 02, 2009; October 03, 2008; October 07, 2005; October 01, 2004; October 04, 2002