

PROCEDURES

Policy 2.22: ACCEPTABLE COMPUTER USE

1. Procedures Related to Acknowledgment and Agreement Regarding Computer Use at Blue Mountain College

All employees who use college-owned computers and students are required to sign the following statement related to acceptable computer use.

BLUE MOUNTAIN COLLEGE ACKNOWLEDGMENT AND AGREEMENT

I have read Blue Mountain College's *Acceptable Computer Use Policy* and agree to its requirements, as periodically amended. Should I not adhere to this policy's requirements, I acknowledge and accept the ramifications including, but not limited to, loss of privileges.

Name (Print)

Signature

Date

Student: _____ (Fr So Jr Sr) Faculty: _____ Staff: _____

October 04, 2002;

2. Procedures Related to the Protocol and Etiquette for Campus Email

The following protocol and etiquette regarding the use of campus email is an expectation of all computer users at Blue Mountain College.

- Always include a meaningful, descriptive subject line in your message.
- If you are replying to a message but are changing the subject of the message, change the subject line also.
- Do not use ALL CAPS in the subject line or body of the message, as this is considered to be SHOUTING. It is highly offensive and very difficult to read. Use an *asterisk* around a word for emphasis.
- Use proper spelling, grammar, and punctuation. If your e-mail has spell check capability, use it; however, you should also read your e-mail for errors that spell check does not recognize.
- Use an automatic signature at the bottom of the e-mail message. It is suggested that you keep the total number of lines for the signature down to four lines if possible. You might include in the signature your name, e-mail address, phone/ fax number, web site address, or other contact information.
- Avoid use of any references to other entities in the e-mail signature including other institutions of higher learning.
- Use a salutation such as *John, Mr. Smith, or Committee Members* followed by a comma. Leave a blank line after the salutation, between paragraphs, before your signature (such as *Jane* or *Jane Doe*), and before the automatic signature.
- Avoid flames—messages sent in anger. A flame is a verbal attack in electronic form. If you respond to a flame, you will probably end up in what is known as a “flame war.”
- Be courteous. Remember to say “please” and “thank you.”
- Avoid sending large file attachments without checking with the recipient first. Large attachments can slow or shut down a computer.
- Check your e-mail regularly and reply promptly. Ignoring an e-mail message is discourteous and confusing to the sender. Return e-mails on the same day that you would return a phone call.
- Avoid giving out someone’s e-mail address by including addresses of several people in the *To* field. Use a BCC (Blind carbon or courtesy copy) and then the recipients see only two e-mail addresses—theirs and yours.
- To help prevent getting a computer virus, never run an executable file (.exe, .pif, .com, .bat, .scr) from an e-mail.
- Do not forward messages. If you want to send a received message to others, copy and paste the message into a new e-mail. It could also be risky to open a forwarded message because of possible transmission of a computer virus.

- Listserv groups are provided for certain administrative staff use only. Students, faculty, and staff should acquire the approval from a President's cabinet member before attempting to post any emails to the BMC community. All messages sent from or to the listserv groups are moderated; therefore, the listserv groups are only used by the administration of BMC to communicate an important fact or to announce an important event.

Revised September 10, 2008, October 07, 2005