Research College of Nursing Computer Usage Policy

Confidentiality and Security Agreement

Research College of Nursing is committed to providing reliable, secured, and equitable access to and use of its computing, networking, telephone, and information resources. These resources are intended for the use of Research College of Nursing students, faculty, staff, and administrators in support of the college's missions of education, and community service. The following access and acceptable use policies exist to facilitate that commitment and to protect the College's computing, networking, telephone, and information resources, as well as the people who use them. Anyone who uses these resources is expected to be cognizant of and to abide by all of the policies that govern that use. College owned or operated computing resources are provided for use by faculty, students, staff, and authorized associates of the Research College of Nursing. All faculty, students, staff, and associates are responsible for use of Research College of Nursing computing resources in an effective, efficient, ethical, and lawful manner.

Research College of Nursing Computer Usage Policy

This Research College of Nursing Computer Usage policy constitutes the College-wide policy for the computer data networks and the resources they make available, and any and all stand-alone computers that are owned and administered by Research College of Nursing ("computing resource"). This policy is applicable to all students, faculty, staff and recognized organizations of Research College of Nursing and all others who use or access the College computing resource. This policy reflects the ethical principles of the College community as embodied in the Statement of Mission and Values of Research College of Nursing and defines the privileges and responsibilities of use of the College computing environment.

Computer use has become an integral part of many College activities. While much computing is now done on individual computers, most information and communications systems either reside on central computers or use networks. Distributed resources such as computer labs provide additional computing tools. Procedures for gaining access to and making optimum use of these resources, including the steps to be taken in lodging complaints, are available to users through the HCA Midwest Help Desk (816) 276-4357 (HELP).

Members of the College community who access or traverse non-College networks whether or not through the College computing resource must follow the policies of those non-College networks provided they are not in conflict with legal use, College mission and values, and this policy. The guidelines of the network traversed can usually be obtained from the network information center of the network traversed.

Security

Research College of Nursing advises all users that any and all information entered into, stored, transmitted or received via the College computing resource is not fully secure and regarding non-

College networks, the levels of obtainable security vary depending on the non-College network traversed. All users of electronic mail systems are advised that electronic mail in its present form cannot be secured and is extremely vulnerable to unauthorized access and modification.

Confidentiality and Privacy

General

Users are advised that the College does not guarantee the confidentiality or privacy of any information entered into, stored, transmitted or received via the College computing resource. There is no expectation of privacy in any information or data entered into, stored, transmitted or received via the computing resource.

The College may access, search, view, retrieve, modify or print information or data entered into, stored, transmitted or received on the computing resource in connection with, among other things, the following:

1. Maintenance or improvement of the computing resource;
2. Monitoring of the computing resource for viruses and other destructive computer programs;
3. Any work-related purpose;
4. Investigation of violation of College policy;
5. Investigation by an authorized law enforcement or other federal, state or local agency; or where otherwise required by law.

In general, requests for disclosure of information entered into, stored, transmitted or received on the computing resource will be honored only under one of the following conditions:

- When approved by the appropriate College officials or the head of the department involved.
- When authorized by the owners of the information.
- When required or not prohibited by federal, state or local law.
- Where appropriate and possible, the College will provide notice of disclosure to the effected computer user(s).

The Family Educational and Privacy Rights Act

The Family Educational and Privacy Rights Act, 20 U.S.C. Section 1232g and implementing regulations ("FERPA"), restricts the disclosure of student education records. Users should familiarize themselves with the attached FERPA policy and guidelines which describe restrictions on disclosure of student education records. If you have any question about the FERPA policy or guidelines and in particular any question on whether information in a student education record is subject to restrictions on disclosure, contact the Rockhurst Registrar at (816) 501-4057.

Responsibilities of Users

- The user should assign an obscure account password and change it frequently.
- The user should understand the levels of protection applicable to the College computing resource or non-College networks traversed automatically applies to files and, if and when necessary, supplement it for sensitive information.
- No one should share their password with another.
- A College computer account may be used only by the person to whom it is assigned.
- The microcomputer user should be free of computer viruses and other destructive computer programs, and take all available steps to avoid being a victim or unwitting distributor of these viruses and programs.
- The user, and not the College, is responsible for any invasion of the user's or another's privacy and for any loss of data.

Guidelines for Acceptable Use

The computing resource is a tool integral to the functioning of the College. All who use the computing resource must understand that it is primarily for advancement of the College's mission and values expressed through its teaching, research, public service, business and outreach functions. Use of the computing resource is permitted only in conformity with these values as expressed in College policy, including this Computer Usage Policy and other College policy, and in conformity with federal, state and local law.

The computing resource is the property of the College. Use of the computing resource is a privilege and not a right and the College may withdraw that privilege under its policies. It is prohibited to register a non researchcollege.edu domain for any computer which is connected to the College computing resource without the prior approval of the Director of Technological Resources and Data Management. Any approval, if given, must clearly identify that the non-researchcollege.edu address is using Research College of Nursing resources for delivery. Any personal e-mail account or creation of a personal World Wide Web page or a personal collection of electronic material that is accessible to others must include a disclaimer that reads as follows:

"The material located at this site is not endorsed, sponsored or provided by or on behalf of Research College of Nursing."

Because of the state of the art of computing technology, the computing resource is subject to invasion and injury by unauthorized persons whether caused or facilitated intentionally, negligently or unintentionally. To protect against prohibited invasion and injury, all who use the computing resource must use it in conformity with its security protections. A College computer account may be accessed or used only by the person(s) to whom it is assigned.

The computing resource is a limited resource shared by the Research College of Nursing community. The resource is finite and all who use the resource must recognize that they are one of many users and overuse can bring with it negative consequences. Those who use the computing resource must also respect the needs of other authorized users.

No list of acceptable uses or prohibited activities can be complete. Below are examples of prohibited activity.
- Circumventing or attempting to circumvent any system security.
- Gaining or attempting to gain unauthorized access to any College computer account.
- Overloading causing overload or otherwise negatively impacting the performance of the College computing resource.
- Sending or collecting chain letters or unsolicited bulk mail messages to the College community or other population (e.g., "spamming" or "MLM").
- Sending e-mail under another's e-mail address (e.g., "spoofing") for any purpose.
- Invading the privacy or confidentiality of any other user including without limitation accessing or attempting to access another's account without permission from the account holder or the Director of Technological Resources and Data Management.
- Harassing another person, group or organization on any basis.
- Disrupting or monitoring electronic communications of another without authorization from the Director of Technological Resources and Data Management.
- Tapping, that is sniffing or taping telephone or network transmissions without the express permission of all parties to the transmission.

- Preventing another authorized user from that user's authorized access or use of the computing resource or otherwise interfering with another's authorized use.
- Use of another's password except with permission of the Director of Technological Resources and Data Management.
- Stating or implying College sponsorship or endorsement.
- Engaging in any use which results in any direct cost to the College.

Other activities, although not specifically described in this policy may result in violation of College policy. In addition to this statement of acceptable use, below are specific categories of uses which provide additional guidance on use.

Institutional Use
The College computing resource is to be used primarily to advance the College's missions of education, research and public service or for College related business. Faculty, staff, students and others with permission may use the computing resource only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, or other College sanctioned activity.

Commercial Use
The use of the College computing resource for commercial purposes is only as permitted under College policy, including College intellectual property policy and this Computer Usage policy, by special arrangement with the appropriate College official, or as defined in existing conflict of interest policies. Commercial use which is otherwise permissible must be communicated in writing to the Director of Technological Resources and Data Management. Any commercial use that is accessible to others must include a disclaimer that reads as follows:

"The information contain in this communication is not endorsed, sponsored or provided by or on behalf of Research College of Nursing."

Legal Use
The computing resource may only be used for legal purposes. Examples of unacceptable and illegal use include, but are not limited to, the following:

- Discrimination or harassment on the basis of race or color, sex or gender, sexual harassment, national origin or ancestry, disability or handicap, religion or creed, age, or veteran, citizenship or intending citizenship status.
- Violation of any College licensing agreement or any copyright or trademark law, including unauthorized copying of copyright-protected material.
- Libel, slander or defamation of another including other users.
- Destroying or damaging equipment, software or data belonging to the College or any other user.
- Accessing pornography for purposes other than education or research.

Ethical Use
The computing resource should be used in accordance with the ethical standards of the College community. Examples of unethical use, some of which may also have legal consequences, include, but are not limited to, the following:

- Use of the computing resource in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities and similar activities.

- Use of the computing resource for private business purposes unrelated to the mission of the College or College life, absent authorization as stated in this policy.
- Academic dishonesty, for example plagiarism or cheating.
- Violation of network usage policies and regulations.

Cooperative Use

Users of the computing resource can facilitate computing at the College in many ways. Collegiality demands the practice of cooperative computing. It includes:

- Regularly deleting unneeded files from one's accounts on shared computing resource.
- Refraining from any use that overloads or otherwise negatively impacts the performance of the College computing resources including without limitation overuse of connect time, information storage space, printing facilities or processing capacity and overuse of interactive network utilities such as the VMS talk command or Internet Relay Chat.
- Refraining from use of sounds and visuals which might be disruptive to others.
- Refraining from irresponsible use of any computing resource.
- Refraining from unauthorized use of a departmental or individual computing resource, such as a personal or departmental laser printer or modem.

Political Use

Use of the Research College of Nursing computing resource for political purposes is prohibited.

Discipline and Sanctions

For Research College of Nursing students, faculty, staff and recognized organizations, reporting of, discipline for and sanctions for violation of this policy are those provided at the policies applicable to the status of the violator as a student, faculty, staff or recognized organization and may include, in addition to sanctions provided at the applicable policy, such things as loss of computing privileges and reporting of the violation(s) to administrators of other computing resources and federal, state or local law enforcement authorities.

Violations of this policy by guests of the College and others with permission to use the College computing resource are to be reported to the Director of Technological Resources and Data Management and will be handled in the discretion of the administration. Sanctions may include, among other things, withdrawal of use privileges and reporting of the violation(s) to administrators of other computing resources and federal, state or local law enforcement authorities.

Violations of the legal and ethical use provisions of this policy are serious infractions and addressed in the manner applied to serious violations.

Existing College Rules & Regulations
This policy is in addition to existing College rules and regulations and does not alter or modify any existing College rule or regulation. All users of the College computing resource must comply with other College policies and use of the College computing resource in violation of these other policies may be cause for sanctions under those policies in addition to this policy.

Questions and Comments

Please direct any question or comments regarding this policy to the Director of Technological Resources and Data Management.

Terminology

The following terms have very specific meanings in the context of this document:

Administrator – The person having executive authority over one or more computing resource.

Central computing resource – Computers and peripherals purchased, maintained and operated by Computer Services and made available to the College community.

Departmental computing resource – Computers and peripherals purchased by Computer Services, a College department or an administrative unit, primarily for the use of the personnel within that entity.

Individual computing resource – Computers and peripherals purchased by Computer Services, College departments or administrative units, primarily for the use of an individual member of that entity, and which can be made available to other individuals or groups.

Networked computing resource – Computers and peripherals connected to any College data network.

Shared computing resource – Computers and associated peripherals that are commonly used, simultaneously, by more than one person.

System administrator – The person or group who has system privileges and is responsible for the operation and security of one or more networked computing resource.

Unit – The individual, group or organization responsible for performing a function within the College community.

User – Any individual who has access to a College computing resource.

College community – The aggregate of individuals employed by and/or enrolled as students at Research College of Nursing, as evidenced by a valid school ID.