Wofford College Policy on the Responsible and Ethical Use of Technology Resources

Wofford College recognizes the important role that information and technology plays in modern society. It is our policy to provide all students, faculty and staff with access to a variety of electronic and technological resources, which furnish powerful tools for communication and access to information for instructional and research use. The College expects that technology use will be conducted in a legally and ethically appropriate way that includes, but is not restricted to the following areas.

**A. User Accounts:** Authorized users are assigned user accounts and passwords for the College's network. By accepting a college account users agree:

- To protect the confidentiality of their password
- Not to use another person’s password or to log in to their account without authorization
- Not to mask the identity of a user account or the network identity of a machine
- Not to give others access to technology resources to which they are not entitled
- Not to use college-owned computers and network resources for unauthorized commercial purposes
- Not to damage or destroy college-owned hardware or software, or otherwise interfere with its proper functioning
- Not to interfere with the administration of the campus network
- Not to attempt to breach any network security system, whether with or without malicious intent
- Not to intentionally transmit malicious programs, such as viruses, worms and Trojan horses, or to participate in Denial of Service attacks
- Not to make unauthorized copies of copyrighted software or to use unauthorized copies on college equipment

The above list should not be construed as comprehensive.

**B. Laws:** Use of Wofford College network resources must comply with:

- All federal, state and local laws or regulations
- Contracts with our Internet Service Provider and other parties
- All College policies, including the Code of Students Rights and Responsibilities and the College’s harassment policies

**C. Electronic Messaging:** Users agree not to:

- Forge a signature on an electronic message without consent, or otherwise attempt to misrepresent or obscure the origination of messages or other file transfers.
- Send or post abusive, harassing, threatening or libelous electronic messages to an individual or group.
- Send messages that are deliberately designed to interfere with proper mail delivery and access.
- Send chain letters or mail bombs.
- Attempt to gain access to another person’s message files without his/her prior consent.

**D. Personal Web Pages:** On Wofford College personal web pages, users agree not to include material in violation of federal, state and local law. Users agree not to violate the rights of any person protected by copyright or other similar intellectual property laws or regulations.
E. Resource Usage: Our technological resources are provided with all due consideration of the principles of free speech and open access to information and communication. Technological resources are community resources, however, and users are expected to balance their own needs against the needs and expectations of the Wofford community. The College reserves the right to limit access to non-academic resource-intensive applications if their use threatens to interfere with academic uses of our network resources.

F. Security and Confidentiality: Wofford respects the privacy of all electronic communications and files. We will take reasonable precautions to protect information stored in or on, or transmitted by, our system. We do reserve the right to protect the integrity of our technology resources. In particular we claim the right to monitor system activity, implement procedures, such as virus scans and bandwidth management, to protect the integrity of our system and control the connection of devices that could compromise the security of our network. We claim the right to examine personal computers associated with reported incidents of harassment or other violations of College policies, including this policy. It should be understood that due to the nature and limitations of technology, all electronic transmissions and stored data are inherently insecure. Sensitive, private messages should not be sent by electronic mail.

G. Disciplinary Actions: The College reserves the right to temporarily suspend a user’s access privileges if it appears that this policy, or any other applicable College policy, has been violated or that a user’s activity is a threat to the operation of our network system. A user whose access privileges have been suspended may appeal the suspension to the appropriate Vice President. If a student whose access has been denied due to a violation needs access for completion of class work the student will be allowed limited and temporary access under the observation of a designated Wofford College staff member. Some technology-use infractions also may violate local, state, or federal laws, or other Wofford College policies. Civil, criminal, and/or college sanctions may be independently applicable. The College reserves the right to monitor previous offenders for further abuse.

The following describes the procedures that generally will be followed in the case of Banner system security violations. However, the College reserves the right to take whatever action is necessary as described in this handbook.

- First Offense: The Banner Database Administrator (DBA) will discuss the violation with the offender and notify the Vice President for Technology (VPT) of that discussion in writing. The written correspondence will include the date, time, parties involved, detailed explanation of the violation and a screen shot documenting the violation if available. Copies of the documentation will be given to the Banner System Administrator.

- Second Offense: The DBA will notify the VPT in writing. The VPT will notify the offender, his or her supervisor and the Human Resource Office. The supervisor will send a completed employee warning notice to the Human Resource Office for inclusion in the employee’s personnel file.

- Third Offense: The DBA will notify the VPT in writing and discontinue the offender’s Banner access pending the resolution of the problem. The VPT will notify the offender, his or her supervisor and the Human Resource Office. Other actions may be taken consistent with College policy up to and including termination.

NOTE: Because information technologies change so rapidly, updates to the Reasonable and Ethical Use Policy may be made at any time. It is the responsibility of the user to keep informed of the guidelines, which are posted on the Wofford College web site (wwwwofford.edu). A more detailed explanation of some of the above guidelines is available on this web site.