

Ferrum College Responsible Use of Computer and Communication Equipment Policy

The Ferrum College Responsible Use of Computer and Communication Equipment Policy is implemented and managed by the Information Services Staff, reviewed by the Information Services Advisory Committee (ISAC), and approved by the Ferrum College President's Cabinet (PC). This policy can be modified and approved on an as-needed basis.

The computer network and other forms of communication equipment and the content thereof are the property of Ferrum College. The use of Ferrum College computers, its network, and other forms of communication equipment is a privilege, not a right, and inappropriate use will result in disciplinary action by college officials and/or the cancellation of those privileges. Other forms of communication equipment include, but are not limited to, email, telephones, fax machines, copiers, tablets, and smartphones.

Ferrum College provides access to its computers, network, and other forms of communication equipment for students, faculty, and staff. All persons who access any of the above mentioned equipment shall thereby agree to this policy. All users are expected to use the equipment appropriately, honestly, and constructively. This policy is meant to protect college students and personnel in the use of this valuable educational resource.

The following actions constitute irresponsible and/or unacceptable use of Ferrum College computers and communication equipment as defined above.

- Sending or receiving copyrighted material, including peer to peer file sharing, without permission *
- Using abusive, threatening or otherwise objectionable language in public messages or using the College's network to harass, intimidate, or threaten another person in violation of College policies including, but not limited to the College's EEO or Title IX policies
- Using the College's network in violation of local, state, federal, or international law or in ways that violate standards of accreditation and sanctioning bodies, e.g. SACS or NCAA
- Excessive use of the college communication equipment for non-school or non-work related activities
- Using the college equipment, email, and other services for commercial purposes outside of Ferrum College
- Wasting communication resources, e.g. printing supplies or bandwidth
- Sending messages that are likely to result in the loss of the recipient's work or system or any type of communication that would cause congestion or disruption to campus computer or network services
- Giving one's password to others, allowing someone else to use one's password, or using another's password without proper authorization

- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating malware, disrupting services, or damaging files including, but not limited to:
 - Changing any file that does not belong to the user changing it
 - Circumventing or subverting security measures on college or remote computers or networks or attempting to gain access without authorization
 - Vandalizing, which is any malicious attempt to harm or destroy the data of another computer user
 - Falsifying one's identity to others while on college computers or other communication equipment
 - Using computer to decrypt passwords or access control or configuration information

The preceding items should not be considered comprehensive. Other inappropriate actions not listed may also be considered irresponsible and unacceptable use of college computers, its network, and other communication equipment, including, but not limited to, the content contained in email and other internet usage. Violations may also be subject to local, state, federal, and international laws and statutes.

Ferrum College reserves the right to monitor without notice usage of computers and communication equipment, including but not limited to, the content of e-mail and Internet usage.

** For further information regarding copyright policy, see <https://www.ferrum.edu/stanley-library/copyright/>. Also please be aware that anyone found to have violated the copyright law may be liable for statutory damages up to \$30,000 for each infringement. The penalty for movie infringement can be up to \$250,000 for each movie. A person violating copyright laws may also be liable for attorney's fees incurred by the owner of the copyright during legal proceedings.*