



Computer and Network Use Policy

Guiding Principles

Academic Freedom

The Montserrat College of Art community is encouraged to make innovative use of information technologies and new media tools in support of education, creative endeavors, and professional development. Access to information and creative expression representing a multitude of perspectives is supported in accordance with the mission of the college.

Rights and Responsibilities

An individual has the right to privacy with regard to his/her electronic domain. Montserrat College of Art does not monitor personal content with the exception of automatic network metering. However, the college reserves the right to investigate suspected misconduct in accordance with due process. It is the individual's responsibility to become familiar with and abide by all policies and procedures created by the College as well as those created by departments and specific areas within the school.

Reasonable Use

Limited resources and a multi-user environment dictate the need for all users to consider the right of others to work effectively. Any behavior by a user that negatively impacts the working environment of others, either directly or indirectly, is considered unreasonable. Disruptive behavior reflects poorly on both the individual and the College.

These principles apply to all members of the Montserrat community. All users are expected to understand and abide by State and Federal laws and all college policies as a condition for receiving access to computer or network resources through any College facility or remotely.

Violations of Policy, Suspected Misconduct, Penalties

Activities which go against these principals violate college policy and include, but are not limited to, using College computers or networks to: harass, threaten, libel, slander or otherwise cause harm to individuals or groups whether by direct or indirect means; Destroy or damage hardware, software, or data belonging to the College or its members; Violate the privacy of others through the unauthorized monitoring of electronic communications; Copy, download, or transmit across Montserrat's network illegal, proprietary, or unauthorized copyright-protected material; Execute software programs that harass other users, infiltrate computers or computing systems, damage or alter software components of a computer or computing system, or introduce computer viruses; Gain unauthorized access to other systems, facilities, or data either directly or via the network; Tamper with others' files, storage media, passwords, and accounts; In any way misrepresent oneself when sending messages or engaging in conferences; Conduct unreasonable commercial activity over the College network; violate any State or Federal law; violate policies created by the College as well as those created by departments and specific areas within the school.

All reports of possible violations of this policy will be acted upon quickly and with confidentiality and discretion. Should you believe that a violation of this policy has occurred, immediately report the incident to the Academic Computing Administrator or IT Manager. If the complaint appears to have merit, the Dean of Student Services or The Dean of Faculty and Academic Affairs will meet with the alleged offender and follow the College's judicial procedural guidelines.

If warranted, the Deans may request authorization to access information contained in the alleged offender's account and/or to suspend the account until the matter is resolved. If it is determined that an account is to be accessed or suspended, the alleged offender must be notified and the least invasive method of discovery will be used in the process of investigation. If there is a violation of College policies or State and Federal laws, penalties will be administered in accordance with established College guidelines. Montserrat College of Art will cooperate with outside law enforcement agencies in the investigation of criminal activity occurring within the Montserrat College of Art domain.

Acceptance Declaration

I have read and understood the above described provisions and legal restrictions governing the use of Montserrat College of Art's computing and network resources. I understand that the agreement covers all computing and network resources owned by the College.

I further understand that use of Montserrat College of Art's computing and network resources is a privilege, not a right, and that if the terms of this agreement are violated the College may issue a warning, deny access to computing and network resources, refer for prosecution, or administer other penalties, depending upon the nature of the infraction.

Please sign the form on the following page.

Computer and Network Use Policy Form

I have read the Montserrat College of Art Computer and Network Use Policy, understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added and become a part of this agreement. Should I break this agreement, I understand that I may lose all computer and network privileges. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits.

Student Signature

Date

Print

Notice by email will be sent to students if this document is updated and/or changed. The most current Computer and Network Use Policy will always reside on the Montserrat College of Art website.