

SAINT CHARLES BORROMEIO SEMINARY, OVERBROOK
100 East Wynnewood Road
Wynnewood, PA 19096

INFORMATION TECHNOLOGY POLICY AND PROCEDURE MANUAL
Seminarian Policy

Classification: Information Technology

Date: January 31, 2008

Subject: Computer Use Policy

User Responsibilities:

By using the SCBS computer labs, the RML wireless network and/or its resources, you are agreeing as a condition of use to accept personal responsibility for considerate, ethical, and responsible behavior in your use of the available resources.

1. You are responsible for using computer labs and RML wireless network resources only for their intended applications.
2. You are responsible for ensuring that you log off any SCBS computer after use.
3. You are responsible, when using the SCBS computer Labs and RML Wireless network, to follow its specific policies, as well as all applicable Library regulations, including rules on closing times and the prohibition of open food and beverages.
4. You are responsible for saving all created and/or downloaded files to a personal floppy or zip disk, not leaving any on the hard drive.

Unacceptable use:

The following is a list of unacceptable SCBS computer lab and RML wireless network use. It is intended to identify unacceptable uses. These abuses are clearly inconsistent with the purposes of these resources at St. Charles Borromeo Seminary (SCBS) and Ryan Memorial Library (RML) wireless network.

1. Behavior that is disruptive, abusive, offensive, or insensitive to the rights of others, and behavior that obstructs others in their use of SCBS computer resources.
2. Attempt to fix or repair hardware and software problems including smart cart lecterns and related peripheral.
3. Downloading files or software to hard drives, or installing software or files to hard drives.
4. Using unclean or unsafe floppy or zip disks as targets for downloading.
5. Deliberately altering any files or modifying the configuration of any Lab PC or peripheral.

6. Violations of the SCBS Computer Lab security or network integrity, including attempts to bypass network security, obtain passwords, share passwords with others, or the unauthorized use of passwords.
7. Destruction or damage of equipment.
8. Removal of any part of the SCBS computer workstations or Smart carts.
9. Use of computer lab resources by unauthorized persons. Game-playing, writing or updating personal web sites or participating in chat rooms
10. Copyrighted materials may not be sent via email with permission from the author.
11. Use of any staff computers or unauthorized entry into SCBS offices.
12. Removal of any Computer Lab resources.
13. Use of the SCBS email system for harassment in any form will not be tolerated. This includes (but is not limited to) threats, profanity, sexual references, offensive comments, unwelcome propositions, jokes, riddles, cartoons, pornography, slurs based on ethnicity, religion, gender, national origin or age.
14. Connecting personal computers to the SCBS internal network. Wireless internet access is available in the Ryan Memorial Library.

Consequences of Misuse:

Misuse of the SCBS computer labs, RML wireless network and electronic resources may result in one or more of the following consequences, which may be implemented at the discretion of the academic deans

1. Oral warning.
2. A suspension or restriction of network and/or Library privileges.
3. A revocation of network/computer lab privileges.
4. Other consequences as listed in the student handbook, including but not limited to implementation of the seminary's procedures for responding to alleged violations of community standards, which could result in suspension or expulsion from the seminary.

Warnings:

1. The computer labs may be subject to power surges and power outages, which may affect personal laptop computers.
2. The seminary reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent over its resources. The seminary may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed within the seminary without notice or the permission of the user.
3. Other warnings as stated in the Acceptable Use Policy of the Seminary should be observed.

The St. Charles Borromeo Seminary Administration reserves the right to change this policy at any time without advance notice, to install software to enforce this policy, and suspend network privileges.

I acknowledge and agree to abide by the Information Technology Policy and Procedure Manual.

Name: _____

Date: _____