ALLEN COLLEGE UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 10/97 (formerly 2-1-400-01), 08/08, 03/11
No: 2-1-500-01
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Written By: Administration
Approved By: Jerry D. Durham, PhD, RN, FAAN
Chancellor

SUBJECT: Use of Information Technology Resources

PURPOSE: To set ethical parameters and guidelines for computer lab, equipment, software, internet and facility use.

EFFECTIVE FOR: Faculty, Associates, Staff, Students, Clients, and Guests on the Allen College campus.

POLICY:
By using and utilizing the information technology resources and facilities present at Allen College, users agree to act in accordance with all policies and procedures adopted by Allen College and UnityPoint Health - Allen Hospital as well as any applicable federal, state and local laws. Disciplinary action and/or suspension of privileges may result if equipment is misused or other violations of laws or accepted standards of conduct occur.

Resources: In an effort to create an educational environment conducive for student learning and effective instruction, and to ensure that support is maintained for the enterprise of scholarly research and critical thinking, Allen College will equip students, faculty, and staff with the technological tools, programs, and facilities that provide appropriate access to campus and global information resources. Allen College remains committed to providing the information technology resources needed for a quality education and will seek to continue to upgrade and improve the electronic media and computer hardware base available.

Ethical Expectations: Allen College expects that students, faculty, staff, and associates will exhibit ethical and responsible behavior when utilizing the information technology resources available at Allen College. Information technology resources are defined as those technological tools, facilities, and resources deemed necessary to accomplish the processing, storage, and communication of knowledge and information.

Internet and Email Usage: Faculty, staff and students of Allen College are further expected to comply with the UnityPoint Health-Allen Hospital standard operating procedure (SOP) 1-IS-2, Internet Access and On-Line Services, when utilizing the internet on college computers. Additionally, electronic mail communications are the property of the employer and rights of privacy do not pertain in keeping secret the e-mail messages received or sent by a user. Therefore, never send a message that you would not want people other than the recipient to see. Please refer to UnityPoint Health-Allen Hospital SOP 2.IT.14, Email Usage, 2.IT.11, Encryption, and 1.IT.04 Virus Detection for additional email related policies. UnityPoint Health-Allen Hospital SOPs may be found on the Allen intranet.
Inappropriate Uses of Allen College Information Technology

The following are examples of inappropriate uses; the list is not meant to be all inclusive:

1. Use by unauthorized individuals who are not employed or enrolled as students of UnityPoint-Health or Allen College, unless prior approval is obtained in advance from College Administration.
2. Use for personal profit or promotion, including commercial, political or business purposes. Work produced through the use of an UnityPoint Health account is the property of UnityPoint Health - Allen Hospital, which retains all rights to that work.
3. Use which violates UnityPoint Health - Allen Hospital and UnityPoint Health policies and standard operating procedures.
4. Use which violates the United States or state laws, including copyrights, trade secrets or criminal laws.
5. Theft of computer hardware, peripheral equipment, software (copying un-purchased software or taking the original software), research/work of others, manuals, supplies, etc.
6. Infringement of copyright by utilizing works of others in an intellectual work by not making reimbursement and/or receiving permission from the original creator.
7. Plagiarizing the work or ideas of others without making proper attribution.
8. Use which interferes with or disrupts the network or its users, services or equipment, including (without limitation) distribution of unsolicited advertising, harassment of others, posting or mailing obscene materials, or propagation of computer viruses.
9. Intentional insertion of infectious viruses into computer systems or storage devices.
10. Unlawful entry into a computer system by illegally hacking into the system.
11. Changing computer settings, preferences, or other modifications without authorization.
12. Engaging in the physical destruction, sabotage, or removal of parts of information technology resources.
13. Sending obscene, physically threatening, or sexually harassing messages electronically.
14. Browsing, accessing, copying, or changing private files of other users, and changing public files without authorization.
15. Distribution of unsolicited electronic advertising.
16. Accessing explicit or pornographic material via the Internet.
17. Online purchasing or bidding.

Please report any inappropriate material appearing on the computer lab or library computers to the instructional technology specialist or library staff immediately.

Violations of this policy may result in the disciplinary action, which could include termination of all computer privileges and rights. Any criminal or civil sanctions imposed on Allen College resulting from inappropriate use of the computer lab, equipment, or facilities will become the personal liability of the violator.