Urban College of Boston
Computer & Network Usage Policy

General Principles
Access to the College's computer systems and networks, including email, imposes certain responsibilities and obligations and is granted subject to College policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy.

Users include – but are not limited to – all students, faculty, staff, and administrators, who have been granted access to college-owned or college-licensed computers, networks, software, or any peripherals associated with the College's computing facilities and/or equipment ("computer resources"). This policy applies to all Users.

The College's computer resources are the property of the College. Such equipment and resources, including email, shall be use for academic, educational, or professional purposes, which are related to official College business and in support of the College's mission.

No Expectation of Privacy
Users shall have no expectation of privacy when using College computer resources, including email. The President may also authorize the network administrator to inspect any user's computer, any data contained in it, and any data, including e-mail communications, sent, or received by that computer, on a case-by-case basis.

Guideline
In making acceptable use of resources, you MUST:
- use resources only for College business, for purposes authorized by the College;
- be responsible for all activities on your user ID or that originate from your system that result from your negligent failure to protect your user ID or to protect against such unauthorized use; Users should not give a password to anyone;
- access only files and data that are your own, that are publicly available, or to which you have authorized access;
- use only legal versions of copyrighted software in compliance with vendor license requirements; and
- be considerate in your use of shared resources. Examples include not monopolizing systems, overloading networks with excessive data, or wasting computer time or resources, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources, you MUST NOT:
- use another person's system, user ID, password, files, email address or data without permission; use computer programs to decode passwords or access control information;
- download, transmit or display obscene material;
- circumvent or subvert or attempt to circumvent or subvert system or network security measures; engage in activity that unreasonably interferes with the normal operation of the college;

- engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, distributing chain letters, or damaging files;
- use College systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products, for political candidates, or for any profit-making company or enterprise;
- make or use illegal copies of copyrighted software, store such copies on College systems, or transmit them over College Resources;
- engage in unauthorized use or distribution of copyrighted material, including unauthorized peer-to-peer file sharing; or download any online software without appropriate authorization.
- use the network for purposes which place a heavy load on scarce resources;
- use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute Computer Harassment: (1) Intentionally using the computer to harass, intimidate, or threaten, another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family; (2) Intentionally using the computer to contact another person repeatedly, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists and where the recipient has expressed a desire for the communication to cease; (3) Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection); (4) Intentionally using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; (5)Intentionally using the computer to invade the privacy, academic or otherwise;
- use the College's systems or networks for personal gain; for example, by selling access to your user ID or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College;
- use the College's systems or networks to transmit any material in violation of United States or Massachusetts laws or regulations;
- engage in any illegal or unethical act, including violation of any criminal or civil laws or regulations, whether state or federal;
- engage in any conduct that violates the College's other policies; and
- engage in any other activity that does not comply with the General Principles presented above.

College Email
The College provides Users with electronic mail (email) communication. Email communication is intended primarily for educational and College business-related communications and shall be used by all faculty, staff, administrators, and contractors in a manner consistent with this policy. Student email accounts will be created for each new student upon registration. Students are encouraged to use and check their College email account regularly. Important College information will be communicated to students through the student email system. The College will not allow students to update their e-mail addresses with private or other email addresses, but they can forward their UCB email to another email account. Only the assigned College email address will be used by the College for email communications with students.

Social Media
The use of all College computer resources for social media activities, including but not limited to, Facebook, YouTube, Twitter, blogs, or other form of social media, shall comply with this policy. Use of the College's computer resources by students for educational and social activities consistent with the College's mission shall comply with this policy.

Data Confidentiality
In the course of performing their jobs, College employees often have access to confidential or proprietary information, such as personal data about identifiable individuals, student record information, or commercial information about business organizations. Under no circumstances may employees acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs. These restrictions are in addition to restrictions or prohibitions over the release of confidential information contained under state or federal law.

Enforcement
College officials will review alleged violations of acceptable use policies on a case-by-case basis. Violations of policy will result in appropriate actions, consideration of appropriate disciplinary measures, and/or referral to appropriate authorities responsible for enforcing state and federal laws. Users who breach this policy may be denied access to the College's computer and communications networks and may be subject to further disciplinary action. In order to prevent further possible unauthorized activity, the College reserves the right to disconnect that user from the network. If this is deemed necessary by College staff, where appropriate, reasonable effort will be made to inform the user prior to the disconnection. Breaches of this Computer and Network Usage Policy will be referred to appropriate administrators for consideration of discipline in accordance with applicable College policies and procedures. The College considers any violation of acceptable use of principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly relating to unacceptable use. Violators are subject to disciplinary action as prescribed in student and employee policies, handbooks, or contracts.

Policy adapted with permission from Middlesex Community College.