

Computer Network & Internet Acceptable Use Policy for Mid-Pacific Institute Faculty & Staff

Purpose of This Policy:

MPI encourages wide access and extensive use of the computer network to enhance educational opportunities, information dissemination, research, and professional communication by the faculty and staff. The purpose of this Acceptable Use Policy is to establish guidelines governing the acceptable use of school-provided electronic services. This policy is in place to protect the hardware and software on the network as well as the users and the organization. Employees may use the Internet and other computer/network resources for reasonable private purposes consistent with this Acceptable Use Policy. Employees may not use the Internet access provided by the school in such a way as to significantly interfere with the duties of their employment or to expose the school to significant cost or risk of liability.

Uses of Technology Covered by This Policy:

- Computers & digital storage media owned & maintained by the school
- Personal computers accessing campus and Internet services
- Email
- Network access
- Internet access

What Is Considered Acceptable:

- Work-related purposes, including Mid-Pacific Institute Teachers' Association communications.
- A reasonable amount of personal use (e.g., some email, Web browsing)—i.e., such use does not interfere with the duties of employment.

What Is Not Acceptable Use:

- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- Intruding or trying to intrude into the folders, files, work, networks, or computers of other faculty/staff, or intercepting communications intended for others;
- Downloading, storing or disseminating pornography or sexually explicit language, graphics, audio or video files;
- Any illegal purpose;
- Downloading on to any school computer software or media files for which the school or the individual does not have copyright permission or using the network to disseminate copyrighted materials in violation of copyright laws;
- Using the network for political lobbying or commercial/business purposes for financial gain;
- Sending unsolicited bulk email or participating in chain letters;
- Offensive or harassing statements, language, pictures, cartoons or other files or images, including, but not limited to, ones that disparage others based on their race, color, religion, national origin, veteran status, ancestry, disability, age, gender, or sexual preference;
- Falsely representing oneself in communications or committing other forms of fraud.

Consequences Of Unacceptable Use:

MPI will review any alleged breach of this Acceptable Use Policy on an individual basis. If the alleged breach is of a very serious nature, the action may be treated as grounds for dismissal. Otherwise, an alleged breach shall be dealt with as spelled out in the due process clause of the MPI contract.

Responsibility for use of the Internet that does not comply with this policy lies with the employee so using it, and such employee must indemnify the school for any losses, costs or damages, including attorney's fees and/or court costs suffered by the organization due to the breach of policy.

SECURITY AND NETWORK USE ISSUES & POLICIES

Privacy:

Network/system administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on school computers are private.

Security:

Faculty and staff will not allow students unmonitored access to their computers and computer services. This will prevent abuse as listed in the "What is not acceptable use" section above. Students may be allowed this access only by expressed consent of the Technology Department.

Passwords:

Many campus services are accessed by username and password. It is a serious violation of network policy to share passwords with others.

Email & Online Discussion Board Use:

Communications over the network, whether synchronous or asynchronous, are often public in nature; therefore general rules and standards for professional behavior and communications will apply.

Computer Viruses:

Antivirus software will be maintained on each computer by campus technical support. Tampering with anti-virus software is not permitted. Downloading content that may expose the computers to viruses and other harmful agents is not permitted.

Access to Student Records:

Officials and employees of Mid-Pacific Institute are permitted to access a student's record only if that person has a legitimate educational interest to inspect a record. Faculty/staff authorized to access student records will be provided with the appropriate passwords and access codes for such access.

Loading Software or Adding Hardware to Networked Computers:

Software, including promotional titles being previewed by a department, or "drivers" (software that helps hardware interface with the computer) may cause modifications that may make the computer unable to communicate with the network. Therefore, to ensure that any potential problems are addressed, users must contact campus technical support if they want additional software or hardware installed on a computer connected to the campus network or to have a new computer added to the network.