

## Ethics Policy

The computing facilities at Millsaps College include computers, computer accounts, terminals, printers, networks, software, electronic mail, web home pages, telephones, and long distance telephone service. These facilities are provided to students, faculty, and staff for educational, research, and administrative activities. All students, faculty, and staff must utilize these systems in an efficient, ethical, and legal manner. Use of these facilities must be consistent with College's standards as stated in *Major Facts* and the honor code. Access to the computing facilities is a privilege, not a right. Failure to adhere to these guidelines may result in action by the College as described below. By logging onto the system, the user agrees that he/she has read this document and will abide by these guidelines.

1. Users may only use those computer accounts in facilities they have been authorized to use by ITS. A user may NOT use a computer account assigned to another person. Access granted to computer resources through the negligence or naiveté of another user is not considered authorized use.
2. Computing facilities are to be used for instruction, academics, research, and administrative functions. The computing facilities may not be used for commercial purposes or monetary gain. This includes any personal equipment connected to the Millsaps network.
3. Individuals are responsible for all use of their computer accounts and equipment. This includes the content of e-mail messages, web pages, and computer files.
4. Fraudulent, illegal, harassing, embarrassing, obscene, indecent, profane, inappropriate or intimidating materials cannot be sent, printed, requested, displayed or stored.
5. Users are prohibited from reading, modifying, deleting, or copying another user's e-mail. Users are also prohibited from sending unsolicited junk mail, chain letters, and for-profit messages.
6. Users may not search for, access or copy directories, programs, files or data not belonging to them, without express authorization to do so.
7. No one should attempt to modify system facilities, "crash" any computing system, degrade system performance or subvert the restrictions associated with computer accounts. The willful introduction of computer "viruses" or other disruptive/destructive programs into the Millsaps Computing environment or external networks is prohibited.
8. As users have access to other computers and networks, the following is also applicable: the use of computing systems to attempt to gain unauthorized access to remote systems, decryption of system/user passwords or modifying authorized privilege levels is not permitted.
9. One should not encroach on use of the computer by others. This includes activities that tie up computer resources for excessive game playing or other trivial applications.
10. The World Wide Web (WWW) provides the College with a world wide audience, including prospective students, faculty, staff, alumni, and more. It is a medium for the College to promote itself and its educational mission. The College's presence on the WWW, as with all other external communication, must portray a positive image. Specific standards and guidelines have been developed for "official" pages. See "Getting to know Millsaps" on the Millsaps website for more information.

11. Individual home pages (also referred to as personal home pages) are solely the responsibility of the person creating it (or of whom the account belongs). They may not contain the College logo or any official word marks. These pages may not contain any illegal, obscene, indecent, profane, intimidating, inappropriate or other material that may embarrass or damage the goodwill or reputation of the College. Individuals are prohibited from creating web pages or other public access documents that draw undue traffic to the college through its network connections.
12. Millsaps College is bound by Title 17 of the United States Code on Copyrights and supports the provisions contained therein. Individuals are likewise bound by copyright laws. Various software packages have been licensed to Millsaps College for use. However, neither the College nor its employees own this software or documentation. Unless specifically authorized by the software company, this material cannot be copied.
13. Millsaps College does not condone the illegal or unauthorized duplication or use of software. Every person who uses College computing equipment or any computer while on College property or conducting College business is individually responsible for complying with all copyright laws and software licensing agreements.
14. Millsaps College recognizes and endorses the privacy of individuals in using the computing facilities and will use good faith in preventing privacy abuses. Users are advised, however, that Millsaps College is a private institution that must protect the integrity and safety of the College and its computing facilities, employees, and students. On occasion, authorized individuals of the College may be required to examine files maintained on the College's computer facilities. For example, ITS personnel must have access to all files to provide maintenance, data storage, security of information systems, and software auditing. Additionally, the College reserves the right to authorize special examination of computer files if the College determines the action appropriate.

Abuse of computing privileges and any violations of the guidelines and policies established by the College will be considered as serious matters. Infractions may result in (i) loss of use privileges, (ii) referral to the Honors Council, (iii) referral to the Judicial Council, (iv) disciplinary sanctions, (v) dismissal from the College, (vi) termination of employment, (vii) legal action, and (viii) criminal proceedings. During any investigation, the College reserves the right to suspend computing privileges pending a final determination by the College.

2009

I agree that I will abide by these guidelines:

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_