



## Full Policy Statement for Use of Information Technology Rev 01/05/17

*Please read the following carefully before signing this document.*

Saint Meinrad Archabbey is pleased to offer information technology systems (including computers and software, Local Area Network, and Internet). Use of Saint Meinrad information technology and the Saint Meinrad Archabbey Network (presently referred to as "SMA Network") are privileges extended by the institution to monks, students, sabbaticants, faculty and co-workers, subject to the strict adherence to the rules listed in this Policy Statement. These technologies are not intended for the use of family, friends, or others outside the institution.

The smooth operation of the SMA Network relies upon the proper conduct and etiquette of the users. Usage is governed by these policies, other Saint Meinrad policies (including faculty, student and co-worker handbooks, and the Monastery Customary), State Law, and Federal Law.

These policies are provided so that you become aware of your responsibilities. If you have any questions or uncertainty concerning the technical aspects of this document, your questions should be addressed to the Director of Information Technology **before** signing this document. If you have questions regarding the meaning or applications of this document, please address those questions to the Director of Information Technology **before** signing. Your signature at the end of this document indicates that you have read these terms carefully, understand their significance, and agree to abide by them.

**You may:**

- use the SMA Network for projects promoting Saint Meinrad's educational and business interests.
- communicate over the SMA Network by means of a personally owned computer, provided that communication supports education, research and business consistent with the mission, objectives and goals of Saint Meinrad Archabbey.
- conduct incidental personal non-commercial business over the SMA Network. This use must be conducted on your personal time, must not interfere with the bona fide business and educational purposes of the institution, and must not unreasonably interfere with other users' access to technology resources.
- use the SMA Network to facilitate resource-sharing, innovation and communication.
- direct questions about this policy or the SMA Network to the Director of Information Technology.

**You must:**

- obtain authorization from the Director of Information Technology to connect a personally owned computer to and use the SMA Network, so that proper software and its configuration can be achieved.
- acquire the skills needed to use the information technologies correctly (process, store and transmit).
- take all reasonable steps to protect the integrity of the institutional computing facilities, including hardware, software and data, and further guard against unauthorized access to the computing facilities and the SMA Network.
- provide your own backup of any documents, files and data. Saint Meinrad Archabbey disclaims any liability for documents, files and data that are lost from the system.
- report any access control violations to Information Technology.
- notify the Director of Information Technology before installing any software onto an institutional computer. User must provide Director of Information Technology with licensing documentation for any software, and have the software screened for viruses prior to installation. This applies to software loaded from disk or the Internet.
- retain licensing agreements and any other licensing documentation for any software copied or installed onto an institutional computer for as long as the software remains installed on the institutional computer, is otherwise transmitted through the SMA Network, or is used in any manner on institutional equipment. Licensing agreements and documentation must be available for inspection upon request by Director of Information Technology or appropriate authority.
- act in a responsible, courteous, ethical and honest manner in all use of the SMA Network and technologies, including the use of the Internet and e-mail.
- comply with all Saint Meinrad access procedures to the Internet, including use of assigned user IDs only.
- Change your password the first time you login to the network.
- Protect your password(s). Passwords should include both alpha and numeric values. These should not be common names, telephone numbers, social security numbers etc.

**You must not:**

- Use the SMA Network to libel, slander, or harass any other person.
- Attempt to circumvent the security of the network, or other systems on the network (on- or off-campus).
- Attempt to use, copy or otherwise access the computer accounts, files or data which do not belong to you.
- Receive, copy or distribute copyrighted works, except as permitted in writing by the copyright owner
- Violate software license agreements or trade in pirated software.
- Reveal trade secrets or send proprietary financial information or other confidential material to anyone not authorized to receive it.
- Engage in academic dishonesty (plagiarism, cheating).
- Conduct private commercial business over the SMA Network.
- Create, download, display, duplicate or distribute information that contains inappropriate sexual implications, racial slurs, or gender-specific content, or information that addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability in a manner that is, or is likely to be, offensive to that person or others.
- Access, download, duplicate or distribute obscene materials.
- Vandalize or try to gain unauthorized access to any aspect of the technology, physically or electronically. Vandalism is defined as any malicious attempt to harm or destroy data or property of Saint Meinrad Archabbey, its Schools or Abbey Press, any other user, or any of the networks connected to the PSC Internet backbone. This includes, but is not limited to, creating or up-loading computer viruses.
- Identify yourself as representing any part of the institution or performing any acts on behalf of the institution unless authorized to do so.
- Share your network account information [user name(s) and password(s)].

**Miscellaneous:**

- World Wide Web: Monks, students, faculty and co-workers must obtain permission from the designated superior or supervisor to create home pages or directories.
- Saint Meinrad provides no assurance of privacy with respect to any incidental personal use of institutional computers, the SMA Network, the Internet, e-mail, or other electronic services.
- When instances of improper conduct come to its attention, Saint Meinrad administrators or supervisors will investigate them and may take action to prevent their further occurrence. During an investigation, Saint Meinrad reserves the right to copy and examine any files or information resident on SMA Network (including workstations connected to the SMA Network) related to the improper use.
- Access to the SMA Network and Internet is recorded.
- E-mail is a relatively permanent form of communication. Nothing should be transmitted via e-mail that you would not be comfortable writing in a letter or memorandum. Deletion of an e-mail message does not necessarily eliminate backup copies of the message (at Saint Meinrad or on any other server) that may be stored electronically.
- E-mail accounts that are inactive for more than one year shall be removed, unless special arrangements have been made with Information Technology.
- E-mail accounts for Seminarian students will remain active until August 1 of their graduating year.
- Because electronic data is easily manipulated, verify the integrity and completeness of all information you compile and store on this medium, even if you must contact the person who originated the information.
- At times, the technologies may not be available due to off-line servicing and upgrading. Saint Meinrad disclaims any liability for problems caused by the unavailability of these technologies.
- Individuals who connect their personally owned computers to the SMA Network agree to hold Saint Meinrad harmless for any damage to hardware or software due to power surges, line spikes, or any other event. They also agree to hold Saint Meinrad harmless for damage to their personal data on their hardware due to a virus received through the network or local disk operation or any other problem associated to their personally owned equipment being connected to the SMA Network.
- Regardless of encryption methods or other security measures that may be taken, it should be presumed that all material transmitted on the network, the Internet or through e-mail may be viewed by an unauthorized or unintended user. Thus, any information that is considered highly sensitive, confidential, or personal should be transmitted with these factors in mind.
- It is not the policy of Saint Meinrad Archabbey to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in recognition of the fact that Saint Meinrad Archabbey will from time to time examine the content of electronic communications.

**Sanctions:**

Use of the SMA Network is a privilege and not a right. Upon violation of any of the provisions of this Policy Statement, or any applicable policy or law, you may be subject to one or more of the following sanctions: loss of network access, disciplinary action by appropriate Saint Meinrad Archabbey disciplinary bodies, dismissal, civil liability and criminal prosecution.