

Siena Heights University
Acceptable Use Policy

This Policy is a guide to the acceptable use of Siena Heights University Network facilities and services (Services). Any Partner or Vendor organization or individual connected to Siena Heights University's network in order to use it directly, or to connect to any other network(s), must comply with this policy and the stated purposes and Acceptable Use policies of any other network(s) or host(s) used.

Each Partner or Vendor organization is responsible for the activity of its users (including guests and other temporary users) and for ensuring that its users are familiar with this policy or an equivalent policy. In addition, each Partner or Vendor organization is encouraged to maintain and enforce its own Acceptable Use policies. The provisions of this policy govern all use of the Services, including any unsupervised anonymous network access offered by Partner or Vendor organizations.

The following guidelines will be applied to determine whether or not a particular use of the Services is appropriate:

1. Users must respect the privacy of others. Users shall not intentionally seek information on, or represent themselves as, another user unless explicitly authorized to do so by that user. Nor shall Users obtain copies of, or modify files, other data, or passwords belonging to others.
2. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.
3. Users must respect the integrity of other public or private computing and network systems. Users shall not intentionally develop or use programs that harass other users or infiltrate any other computer, computing system or network and/or damage or alter the software components or file systems of a computer, computing system or network.
4. Use should be consistent with guiding ethical statements and accepted community standards. Use of the Services for malicious, fraudulent, or misrepresentative purposes is not acceptable.
5. The Services may not be used in ways that violate applicable laws or regulations.
6. The Services may not be used in a manner that precludes or significantly hampers network access by others. Nor may the Services be used in a manner that significantly impairs access to other networks connected to Siena Heights University.
7. Connections which create routing patterns that are inconsistent with the effective and shared use of the Services may not be established.
8. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
9. Repeated, unsolicited and/or unwanted communication of an intrusive nature is strictly prohibited. Continuing to send e-mail messages or other communications to an individual or organization after being asked to stop is not acceptable.

The intent of this policy is to identify certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines given above, Siena Heights University may at any time make a determination that a particular use is not appropriate.

Siena Heights University will not monitor or judge the content of information transmitted via the Services, but will investigate complaints of possible inappropriate use. In the course of investigating

complaints, Siena Heights University staff will safeguard the privacy of all parties and will themselves follow the guidelines given in this policy and in Siena Heights University's Privacy Policy. Siena Heights University will only release sensitive, confidential or personally identifiable information to third parties when required by law, or when in Siena Heights University's judgment, release is required to prevent serious injury or harm that could result from violation of this policy.

Remedial Action

When Siena Heights University learns of possible inappropriate use, Siena Heights University staff will notify the Individual or Partner or Vendor responsible, who must take immediate remedial action and inform Siena Heights University of its action. Siena Heights University will assist the Individual or Partner or Vendor in identifying the nature and source of the inappropriate use and in implementing remedial action if requested. Provided the Individual or Partner or Vendor implements remedial action promptly, Siena Heights University will take no further action. If Siena Heights University is unable to contact the Individual or Partner or Vendor, or if the Individual or Partner or Vendor is unable to implement remedial action, Siena Heights University reserves the right to pursue remedial action independently. Wherever possible, Siena Heights University will pursue remedial action with the least impact to the overall service for the Individual or Partner or Vendor.

Should the situation be considered an emergency, and Siena Heights University deems it necessary to prevent further inappropriate activity, Siena Heights University may temporarily disconnect a Individual or Partner or Vendor from the network. An emergency is defined as: "Serious security incidents that require immediate attention to prevent harm to an individual, to protect information from loss or damage that would be difficult or impossible to correct or to deal with serious on-going denial of service attacks."

If temporary disconnection is deemed necessary by Siena Heights University staff, every effort will be made to inform the Individual or Partner or Vendor prior to disconnection, and every effort will be made to re-establish the connection as soon as it is mutually deemed safe.

Any determination of inappropriate use serious enough to require disconnection shall be promptly communicated to the appropriate member of the Executive Committee of the Administration through an established means of publication.

*Our thanks to the Merit Network Inc. for permission to use their Acceptable Use Policy as the template for this policy.