



## **About This Document**

Washington College (“the College”) provides computing facilities, an environment that encourages the sharing of information, and access to local, national, and international information. The College provides its network, computing facilities, information databases, and Campus-Wide Information System in support of its academic mission and administrative functions.

Within this document Washington College Information Technologies Resources (“WC IT Resources”) include, but are not limited to: all computer systems and software, interconnecting communications lines, and hardware that are the property of Washington College, hardware that is privately owned when it is connected to the WC voice and/or data networks, all Internet Protocol (IP) addresses that are in the Washington College domain, the server computers and network systems, voice and data networks provided by the College. Also included are the hardware and software associated with these systems and the information managed by these systems.

Approved uses of the WC IT Resources include, but are not limited to, educational applications, authorized electronic communications, administrative information exchange, presentation and promotion of the College to external audiences, research, faculty/staff professional development, and College-sponsored community outreach.

The following guidelines apply to ALL users of the WC IT Resources, including ALL of the Web and information servers operating on the Washington College Network. Infractions of these guidelines are to be reported to the Chief Information Officer for investigation and referral to the appropriate officers of the College.



## **User Guidelines**

Use of WC IT Resources is a privilege, not a right. The WC IT Resources may not be used in any manner prohibited by federal, state, or local law or disallowed by licenses, contracts, or College regulations, including (but not limited to) general College policies contained in the Faculty Handbook, the Student Handbook, and the Staff Manual.

Legitimate use of WC IT Resources is limited to those persons who have all of the following: proper authorization, a NetworkID, and a password to use the resources. Authorization to use any WC IT Resource is granted by the owner of the particular resource. Use of WC IT Resources is further limited by restrictions set forth in College policy. Legitimate use does not extend to whatever an individual is capable of doing with a College IT resource. Although some rules are built into the system itself, those restrictions cannot limit completely what an individual can do or can see. In any event, each member of the community is responsible for his/her actions whether or not specific rules are built in, and whether or not the rules can be circumvented.

Academic or administrative use of WC IT Resources always takes precedence over recreational and non-institutional use. Washington College, like most institutions, limits the Internet ports and protocols that can be accessed. That is done to help to preserve the security of the campus network and of the data that transits the network.

It is unfortunate that individual requests to open certain Internet ports for games or for other not-academic activities cannot be honored. The requirement to keep the network and other IT resources secure and reliable must take precedence. No online games or gaming devices are intentionally blocked, but many may not work because they need ports that are blocked for other reasons.

### **E-mail Specific Guidelines**

E-mail in the authorized user's mailbox is the sole property of the user and is confidential. The only exception is if access is subpoenaed by an appropriate law enforcement agency.

Members of the College community, as defined in the College's email policy, are expected to follow certain principles of behavior in making use of WC IT Resources. In particular they are to respect and to observe policies and procedures governing the Resources.



**College community members must respect the privacy of, or other restrictions placed upon, data or information stored or transmitted across computers and network systems, even when data or information are not securely protected.**

*Violations of this policy include, but are not limited to:*

- accessing, or attempting to access, data or information from any system, e.g., e-mail, LDAP, Datatel, a personal computer, without proper authorization regardless of the means by which this access is attempted or accomplished;
- disseminating in any form, to an entity, data or information obtained from any system regardless of whether or not one is authorized to access said data or information;
- giving someone else the means to access data or information that he or she is not authorized to access;
- providing your own password, obtaining, sharing, using, or attempting to use passwords or other information that pertain to someone else's account;
- without proper authorization: inspecting, modifying, distributing, copying, or attempting to do so, data, mail, messages, or software;
- tapping or monitoring phone or data lines; or
- accessing files by circumventing privacy, security, or other legal restrictions.



**College community members must comply with the laws governing legally licensed software or shareware software, copyrighted materials, or other assets pertaining to computers or network systems, even when such software or assets are not securely protected.**

*Violations of this policy include, but are not limited to:*

- making more copies of software than the license allows;
- duplicating someone else's copy of proprietary software;
- inspecting, modifying, distributing, or copying data or software without proper authorization, or attempting to do so;
- giving another individual the means by which to inspect, modify, distribute, or copy proprietary data or software; or
- stealing network or phone services.

**College community members must respect the finite capacity of computers or network systems by limiting use of computers and network systems so as not to interfere unreasonably with the activity of other users.**

*Violations of this policy include, but are not limited to:*

- knowingly tampering with, obstructing, or impairing the availability of WC IT Resources, using excess bandwidth, or attempting to do so;
- knowingly sending a crippling amount of data around a network; introducing damaging, self-propagating, or otherwise harmful software (such as computer viruses or worms) into a computer or a network;
- hoarding computer or network resources in ways that interfere with the operation of WC IT Resources;
- removing or modifying computer or network equipment or software without proper authorization, or attempting to do so;
- opening the College network to outside access by any means, for example by the connection of a wireless network access point;
- altering WC IT Resources' equipment or software; or
- altering telecommunications wiring, telephone sets, or associated equipment.



**College community members must respect other policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files, or other information.**

*Violations of this policy include, but are not limited to:*

- using WC IT Resources without proper authorization or for unauthorized purposes, or attempting to do so;
- using WC IT Resources to violate College, local, state, or federal regulations;
- using copyrighted materials on WC IT Resources without the required authorization;
- posting pictures, video, audio, or personal information of or about a person or persons on a computer system without the express permission of the subject(s);
- posting or displaying material that is libelous or harassing in nature;
- supplying false or misleading information or identification in order to access WC IT Resources, or attempting to do so;
- deliberately trying to log on to an account that you are not authorized to use;
- sending electronic mail, messages, or facsimile transmissions in a threatening or harassing manner or using campus phones to harass or threaten others;
- using WC IT Resources for commercial purposes, political campaigning unrelated to academic or co-curricular activities, or any activity that would jeopardize the College's tax exempt status;
- establishing of any type of network service, e.g. Web servers or music servers, not authorized by the College's Chief Information Officer; or
- using campus phones for fraudulent purposes.

Those who violate these standards of behavior may be denied use of WC IT Resources by the Chief Information Officer. **Furthermore, the CIO may terminate or restrict any person's access to WC IT Resources without prior notice, for other related violations that she/he deems appropriate.**



## **Privacy Policy Regarding the Alumni Portal: WCAlumnet.com**

Washington College licenses this online community from iModules, Inc. Washington College has created this privacy statement in order to demonstrate its firm commitment to privacy and to describe the information-gathering and dissemination practices for the Web site.

This Web site may disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the edicts of the law or comply with a legal process involving the Web site.

### **Cookies**

This Web site uses cookies to recognize you and allow you to automatically log in without re-entering your user name and password each time you visit our site. The cookies are encrypted and do not save any personally identifiable information (see the Personally Identifiable Information section below) about you, such as your user name, password or e-mail address. If cookies are disabled in your browser, you can still use the site but you will be required to enter your password each time you visit.

### **Personally Identifiable Information**

This site's registration form requires you to provide your full name, address, e-mail address, password, gender, city, state, country and zip code. You may also choose to provide optional details, such as maiden name, nick name, birthday, occupation, company, spouse's name, photos, ICQ number, personal Web page or personal comments. You may update any of this information at any time by accessing your profile by clicking the "edit personal info" link in the navigation menu. You may opt out of receiving e-mail updates from us (see the "Choice/Opt-Out" section below).

### **Personal Profile Information and Profile Page**

Your Personal Profile features information you may wish to share with other site members on your Profile Page. Only people who are members of this site can view other members' Profile Page. The only information that is automatically displayed on your Profile Page is your First Name and Last Name. Additional information fields from your Personal Profile information, including comments, and other personal information you choose to share, along with any photos, will appear only if you have opted to provide those items and have also selected to have those fields in your Profile Page View. All member information on the Web site is securely stored and is not sold or transferred to any third parties.



### **Credit Card Transactions**

Some features of this site enable credit card transactions. These features are completely voluntary to members. They include the purchasing of tickets or merchandise through event stores or donations through the site. The operators of this site would like to assure you that measures have been taken to make such transactions secure for its members.

This site utilizes industry standard Secure Sockets Layer (SSL) servers to encrypt your information and prevent unauthorized access. In addition, this site participates in the Better Business Bureau Online Reliability Seal Program to further ensure the security of your transactions. Bank of America does the processing of online transactions.

Shortly after a purchase or refund is processed, you will receive a confirmation via e-mail. You are advised to print and save a copy of the order confirmation for verification necessary to request refunds or resolve any disputes.

This Web site guarantees that every transaction will be 100 percent safe. This means you are not responsible for unauthorized transactions posted to your credit card that occur as a result of submitting a credit card number to this site. This site uses industry standard Secure Sockets Layer (SSL) servers on our transaction pages. It encrypts all of your personal information including name, address, and credit card number to prevent unauthorized access as the information travels over the Internet.

Under the Fair Credit Billing Act, your bank cannot hold you liable for more than \$50.00 of fraudulent charges. If your bank does hold you liable for any of this \$50.00, this site will cover the entire liability for you, up to the full \$50.00. This site will cover this liability only if the unauthorized use of your credit card resulted through no fault of your own from transactions made at this site while using the secure server.

This is a community site that is based primarily on member input. This site cannot guarantee the accuracy of information presented. However, anyone demonstrated to have engaged in fraudulent behavior may be subject to (but not limited to) loss of privileges as a member as well as face prosecution to the fullest extent of the law.

### **Corrections/Updates**

You may correct or update your personal information on this site at any time. To do so, click on the "edit personal info" link in the navigation menu. Change the necessary information and click on "Update"



### **Choice/Opt-Out**

The site provides you with the opportunity to choose to receive updates about this site and the groups you are registered with. This option will be presented to you when you register as a member. If you have already joined, the following options will explain how you can subscribe or unsubscribe to these updates from the site.

To sign up to receive e-mail updates or change the frequency of the e-mails, click on the "edit personal info" link and scroll down to the Stay in Touch section to select the frequency. Subscribing to the e-mails allows the site to notify you when fellow members sign up or change their information. They also notify you of news about your community.

Please be aware that even if you choose not to receive the update e-mails, if a situation arises that we feel is pertinent for you to be aware of, we will contact you by e-mail to alert you.

### **Public Forums**

This site makes chat rooms and message boards available for every community group featured on the site. Your first and last name will be displayed during chat sessions or when you post something in the message boards. Any additional information you choose to submit in these areas is considered public. To protect yourself from unwanted spam or other unsolicited or unwanted communication, you are advised against providing personally identifiable information, including e-mail addresses, postal addresses and phone numbers. This site does not monitor the chat rooms unless we receive a request to do so by a member via Customer Support.

### **Links to Other Sites**

This site contains links to other sites. This site is not responsible for the privacy practices or the content of such Web sites.

### **Updates to This Privacy Policy**

This site has the right to make changes or additions to this policy at any time. If those changes involve using your personally identifiable information in a manner different from that stated at the time you joined, the site will notify you by e-mail. Changes that do not affect use of personally identifiable information will be posted to the site. If you have questions regarding this policy, please check this policy periodically or contact Customer Support.

### **Contacting the Web Site**

If you have any questions about this privacy statement, the practices of this site or your dealings with this Web site, please contact Customer Support



## **Photo Album Content Policy**

### **What are Photo Albums?**

Photo Albums allow you to upload and share your pictures with your friends and fellow members. You can also personalize your album by writing captions for each picture.

### **Photo Content Policy**

This site retains the right to remove or reject any photo that it deems obscene or objectionable. This site does not endorse any photos that are posted on the site. Members will not post copyrighted photos without permission from the owner. Members understand content whether it be text or graphic is the sole responsibility of the person from which such content originated. This site is no way responsible for accuracy, integrity or quality of such content.



## **Terms and Conditions Governing the Use of Washington College Network IDs**

A WC Network ID (User Name) provides access to a variety of facilities and services managed by Washington College Information Technologies. Any use of a WC Network ID constitutes acceptance of the terms and conditions in this document. The College reserves the right to modify the provisions of this document and will announce all such modifications in appropriate College publications.

The facilities and services accessible by a WC Network ID will vary over time depending on changes in WC's IT Resources and depending on the user's relationship with the College. Some examples of these facilities and services are electronic mail, research databases, as well as access to certain information from the College's databases, such as viewing grades. In addition, many College administrative systems rely on the WC Network ID and passwords for security and access.

Once an individual is granted access to data, that person is responsible for maintaining the security and confidentiality of that data.

### **Authorized Use**

Use of a WC Network ID is subject to the following limitations:

- WC Network IDs may not be used for the solicitation of business, to conduct business, political campaigning unrelated to academic or co-curricular activities, candidate endorsement or illegal activities;
- Outside resources directly or indirectly accessed using a WC Network ID may have their own regulations or restrictions. It is the responsibility of the WC Network ID user to be aware of these regulations or restrictions, and abide by them;
- The sharing of a WC Network ID is prohibited. Users are responsible for any consequences arising from the use of their WC Network ID directly or indirectly attributable to their actions.

### **Violations**

In the event of violations of the provisions of this document, the Chief Information Officer may, at his or her discretion, immediately terminate all service to the violator's WC Network ID. Violators of College policies may be referred to the Washington College Honor Board and/or the employee's supervisor for appropriate disciplinary action. Violators may also be subject to prosecution under



Office of Information Technologies:

## **Use of Information Technology Resources Policy**

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local, state, and federal laws. **Any decision to terminate service may be appealed to the Senior Vice President for Finance and Management.**

### **Limitation of Liability**

Although WC tries to provide a stable and accurate computing environment, from time to time hardware and/or software errors may arise. WC does not warrant the accuracy of its computers, network systems, documentation, or advice and consultation. Neither Washington College nor any of its agents shall be liable for any incidental or consequential damages, even if advised of the possibility thereof. In no event shall Washington College or any of its agents be liable for failure to deliver WC IT Resources' services.