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Computer Usage Policy **ITS-Sec-0108**

FASHION INSTITUTE OF TECHNOLOGY COMPUTER AND NETWORK USE POLICY

Fashion Institute of Technology, (FIT or the "College") through the Office of Information Technology (IT), provides computing equipment, networks, and information resources to support the instructional, research, and administrative *functions* of the College, as well as to enhance the lifestyle of Resident Students. The following policies are intended to guide members of the College community in the acceptable use of these networks and resources. These policies supplement existing FIT policies and agreements as well as state and federal laws and regulations. In addition, these policies incorporate the ethical principles of respect and reverence for other individuals that are central to FIT's mission and identity.

All members of the FIT community who utilize the College's computing resources are held responsible for being aware of and abiding by the usage policies listed here. Since rapid change is inherent to computing and information networks, FIT reserves the right to modify these policies at anytime. While users will be informed of any changes, it is the user's personal responsibility to remain informed of the regulations currently in effect at any time.

PROHIBITED USES

FIT computing resources may be used only for purposes that are legal, ethical, and consistent with the College's mission. The following activities are examples of prohibited behaviors with respect to the electronic environment: These guidelines are not meant to be exhaustive. FIT is the final authority on acceptable uses of the network. If a question arises about a proposed use of FIT resources, the question should be directed to the Office of Information Technology. Any such use should be considered prohibited until FIT expressly approves it.

The following conduct is prohibited:

- Using computing or electronic mail resources for activities which violate local, state, or federal law, or for commercial or personal profit-making purposes or for solicitation.
- Misrepresenting one's identity in electronic communication for purposes of fraud or use of fraudulent acts.
- Infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and unauthorized use or reproduction in violation of patents, trademarks and copyrights and/or software and other licensing agreements.
- Downloading or sharing of copyrighted materials, such as music or videos without express permissions
- Circumventing or attempting to circumvent software or hardware security systems.
- Accessing or attempting to access the account, private files, or email belonging to the College or another user without the owner's permission.
- Accessing or attempting to access any system outside the College without authorization (commonly known as "Hacking").;
- Allowing or assisting unauthorized users to gain access to College computing resources
- Intercepting or monitoring, or attempting to intercept or monitor, network communications or other communications not intended for that user without prior authorization of the intended recipient.

- Creating programs; that secretly collect information about users.
- Using computing resources to interfere with the use by others of shared computing resources. This includes consuming gratuitously large amounts of system resources (for example, disk space, CPU time, or print quotas) or exceeding time limits posted or announced in College facilities such as computer labs and libraries.
- Using resources, including electronic mail, to send nuisance messages, such as chain letters or junk mail, or profane, obscene, threatening, libelous or harassing messages
- Intentionally distributing malicious software, such as computer worms, viruses, or Trojan horses.
- Installing personal software (including games) on any computing equipment without proper licensing or proof of ownership and without obtaining authorization in advance. Full- and part-time faculty and students residing in FIT residence halls are authorized to install personal software properly licensed to them on FIT computer equipment assigned for their use so long as it is not otherwise inappropriate for them to do so.
- Altering system software or hardware configurations, or disrupting or interfering with the delivery or administration of computer resources.

INDEMNIFICATION

Each user is responsible for his or her own activities in using the College's computing resources. By accessing college computing resources, the user agrees that he or she will indemnify the College and hold it harmless the from any liability, whether to the user or any third party, arising out of the use of the computing resources by the user, or any loss of information existing or stored on the College's computing equipment or resources, including all files and electronic mail, Whether created by or belonging to the user or to any other person.

WEB PAGES

The content of Personal Web pages and their compliance with this policy is the sole responsibility of the author. The College reserves the right to restrict the content of Web pages, or to remove them entirely, in the event of a violation of these or any College policies, including for causing excessive traffic to the College's web servers.

Displaying, posting, printing, or sending material that is contrary to the mission or values of the College, including obscene, pornographic, sexually explicit, or offensive material is strictly prohibited on all "Official" Web pages. Unofficial Web pages may not include any advertising, nor may they be used in support of any commercial or business activities.

Unofficial Web pages may be linked to official College pages, and may use FIT logos or insignias, only with the approval of the Vice President of Communications and External Relations.

Web page authors are responsible for obtaining all permissions that may be necessary to incorporate works of third parties in their web pages. FIT rules governing attribution require that all users of College computing networks acknowledge any usage of ideas or materials produced by others by identifying the source, nature and extent of indebtedness.

No Personal Web or FTP Servers will be run through the FIT Network without prior written authorization of the Office of Information Technology

DIGITAL DOWNLOADING

Policy

Copyright protections are created when words are put on paper, words are transmitted via email, music is recorded, computer software is written, or images are created. Once done, the work is protected by copyright. If someone else

wants to use the work, they must get permission from the creator. If they use the material without the creator's permission – it may be copyright infringement.

Copyrighted material includes almost all forms of original expression fixed in a tangible medium even if no formal copyright notice is filed or attached. However, you cannot copyright any idea, process, system, method of operation, concept, principle, regardless of the form in which it is described.

Copyright infringement is any reproduction (download), display, distribution (upload), creation of derivative works, or public performance of copyrighted material without permission of the copyright owner or unless there is an applicable statutory exception or limitation. The downloading of music, video, or other digital materials, without the permission of the copyright owner is prohibited.

In accordance with the Digital Millennium Copyright Act, FIT policy also forbids the copying, distribution, downloading, and uploading of copyrighted materials on any personal or College computer system. These materials include, but are not limited to, text (including e-mails and web information), graphics, art, photographs, music, film, and software.

Sanctions

Violations of this policy will be adjudicated by the Dean of Students, the IT Office, Human Resources Office, or other appropriate campus administrative process. Violations of local, state and federal law will be referred to the appropriate authorities. Violation of these regulations may result in judicial sanctions as prescribed by the Code of Student's Rights, Responsibility and Conduct such as:

- o loss of access privileges;
- o monetary reimbursement to the University or other appropriate sources;
- o reassignment or removal from campus housing and/or the University; and
- o prosecution under applicable civil or criminal laws.

PRIVACY AND CONFIDENTIALITY

Unless otherwise specified, authorized users will obtain access to FIT computing resources through a control mechanism which will require identification of each user and which will specify where the user may store or access data files. Users may access only those resources that have been explicitly made available to them through this control mechanism. Users of FIT computing resources are fully responsible for the protection of their user accounts, including system ID codes and passwords, and must not share computer accounts, passwords, or other types of authorization.

FIT reserves the right to monitor, access, and disclose any use of FIT communications, network and computer resources or of any such devices connected to any FIT communications, network or computer resources, and therefore, there should be no expectation of privacy.

It is your responsibility to protect data and systems from tangible/intangible destruction.

SANCTIONS

Violations of this policy constitute unacceptable use of computer resources. These violations may result in a loss of computing privileges and may subject users to FIT's regular disciplinary processes, including suspension or dismissal from the College. In instances where alleged violations of this policy could result in harm to or otherwise compromise the College's computing resources, the College reserves the right to immediately suspend computing privileges pending an investigation of the validity of the charges.

In addition, illegal acts involving FIT computing resources may also subject violators to prosecution by local, state and/or federal authorities. Suspected or known violations should be reported to the appropriate College authority, in accordance with current disciplinary procedures. Violations will be processed in accordance with these procedures and/or law enforcement agencies.

DISCLAIMER

As part of the services available through the FIT campus network, the College provides access to a large number of conferences, lists, bulletin boards, and Internet information services. These materials are not affiliated with, endorsed by, or reviewed by FIT and the College takes no responsibility for the truth or accuracy of the content.