

## APPENDIX B:

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### ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES COMPUTER POLICY

Users of computer systems and networks at the Albany College of Pharmacy and Health Sciences must read, understand, agree to comply with and sign the ACPHS Computing Ethics Policy. This policy applies to all members of the College Community (students, faculty and staff). These resources are vital for the fulfillment of the academic, research and business needs of the College community. Their use is provided as a privilege. If the Albany College of Pharmacy and Health Sciences Chief Technology Officer asks you to cease an activity on the computer, you must stop that activity immediately. Each individual faculty member, staff member, and student must exercise responsible, professional and ethical behavior when using these resources. You are responsible for your actions. That responsibility exists regardless of what security mechanisms are in place.

- Access to the system is a privilege, not a right.
- It is your responsibility to promptly report any violation of this policy or other College code, policy or guideline. In addition, you must report any information relating to a flaw in or bypass of resource security to the system administrator.
- Upon notification of a claim that any material resident on the system infringes a copyright or other intellectual property right, the College reserves the right to remove, or disable access to, the material that is claimed to be infringing or to be the subject of infringing activity.
- The College reserves the right to remove, or disable access to, material which in the College's determination contains defamatory, obscene or pornographic material or otherwise violates any provisions of this policy, or adversely affects the mission of the College.
- Illegal activities may be reported to local, state or federal authorities, as appropriate, for investigation and prosecution.

#### **Privacy**

While the College desires to maintain user privacy and to avoid the unnecessary interruption of user activities, the College reserves the right to investigate use of College resources, which may include the inspection of data stored or transmitted on the network. By attaching a personal computer to the network you authorize and consent that the College examine the content of that computer or of any files or materials stored by you on the network. Albany College of Pharmacy and Health Sciences has the unconditional right to monitor the computer system and to examine user files. Remember the Internet is not secure. If you are going to transmit sensitive data or files across the Internet you must take precautions to protect it from unauthorized access. Data and files can easily be intercepted and read, altered, misused or destroyed. In addition, machines attached to the Internet are vulnerable. Do not assume your data is safe on your computer if it is directly connected to Internet. Do not store valuable or privileged information on these systems without applying security. If you can't afford to lose it, back it up. Your password is the only means you have of keeping your account and files secure from unauthorized access. As it is possible for your password to be stolen when using the Internet, you are encouraged to change it often. Do not consider e-mail private or secure.

## USE OF SYSTEM RESOURCES – DO'S

- You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not share your password with anyone else or provide access to ACPHS network resources to unauthorized persons. Individuals who are authorized to access sensitive or institutional data are prohibited from divulging that data to any other individual, unless that individual is also authorized to use the data. Individuals are only permitted to access data as authorized. Even if a file is readable, do not assume you may read it unless explicitly granted authority to do so. Even if a file is updatable, do not modify it unless explicitly granted authority to do so. Keep all valuable diskettes or digital media in a secure place. Secure backup copies of valuable files or data off site. When throwing out old diskettes or digital media, make sure no sensitive information can be found on them.
- The College is not responsible for information, including photographic images and musical recordings, published on or accessible through personal Web pages, including personal home pages. The College does not monitor the contents of personal Web pages. The individual or group creating or maintaining personal Web pages is solely responsible for the content of the Web page and may be held civilly and criminally liable for the materials posted on the Web site. The College reserves the right to remove, or disable access to, any material stored on or connected to any College resources.

## USE OF SYSTEM RESOURCES – DON'TS

- You may not use College resources for your own commercial gain, or to operate or support a non-College related business or charity, or for other commercial or charitable purposes not officially approved by the College's President.
- You may not use College resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy.
- You may not use College resources in a manner inconsistent with the norms of professional performance and conduct appropriate to your position with the College.
- Game playing is not allowed on computers owned by the College. Game playing is allowed on student computers as long as it does not deteriorate system performance.
- You may not move or take any hardware without explicit permission from the designated owner of that hardware.
- You may not destroy or vandalize any hardware, cable or service provided by the campus.
- You may not authorize or allow another person or organization to use your computer accounts or ACPHS network resources.

The following are considered unacceptable uses of computer systems, and are strictly prohibited:

- Accessing, reading, altering or deleting another's computer, electronic files or email;
- Causing personal or emotional injury including: harassment or threats to specific individuals or a class of individuals; transmitting unsolicited information that contains obscene, pornographic, indecent, lewd or lascivious material or other material which explicitly or implicitly refers to sexual conduct; using e-mail or newsgroups to threaten or stalk someone; transmitting unsolicited information that contains profane language or panders to bigotry, sexism or other forms of prohibited discrimination;
- Computer fraud;
- Computer invasion of privacy - unauthorized examination of files or of e-mail;
- Damage or impairment of College resources or the resources of others. Use of any resource irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly or negligently (1) damaging any system (e.g., by the introduction of any so-called "virus", "worm", or "trojan-horse" program), (2) damaging or violating the privacy of information not belonging to you, or (3) misusing or allowing misuse of system resources, including use of College resources for non-College related activities that unduly increase network load (e.g., chain mail, network games and spamming). Causing denial of computer services (i.e.: run a virus that renders a network unusable). Preventing others from using computer services;
- Interference or impairment to the activities of others, including creating, modifying, executing or retransmitting any computer program or instructions intended to (1) obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic e-mail, (2) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (3) examine or collect data from the network (e.g., a "network sniffer" program);
- Misrepresenting one's identity or relationship to ACPHS;
- Unauthorized access and use of the College resources or of resources of others, including use of: College resources to gain unauthorized access to resources of this or other institutions, organizations, or individuals; providing false or misleading information for the purpose of obtaining access to unauthorized resources; accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data and electronic mail) from any network system or file; modification or destruction of programs or data other than your own personal files;
- Unauthorized transfer of software or data. The Internet is a global network, and the importing and exporting of software may fall under the jurisdiction of the United States Department of Commerce. Exporting can occur when hardware or software is provided to persons or entities outside the United States, and may require a license. The exportation of networking code or encryption code is restricted. You may not allow access to a restricted machine to persons or entities outside of the United States. Please be aware when posting information to a bulletin board, that data will probably cross the border. If you have any questions on the legality of transmissions over the borders of the United States, please seek legal counsel;
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose, including: use of system resources to commit a crime (embezzlement, harassment, blackmail, etc.); theft of computer related materials; theft of computer services (for example you may not use any pay service without paying); cracking passwords;
- Violating copyrights and other intellectual property rights. Whenever you are shipping software from one place to another, you must consider intellectual property and license issues. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.

The College reserves the right in its sole discretion to remove from the network and/or from any Web page hosted on the network, any material which is not related to the work of the individual or to research being conducted by the individual or any material which in the College's belief adversely affects the mission of the College.

**VIOLATION OF THESE POLICIES MAY LEAD TO SUSPENSION OR LOSS OF PRIVILEGE AND MAY LEAD TO EXPULSION OR TERMINATION OF EMPLOYMENT**

Reports of unauthorized use or misuse of the resources will be investigated. In the event that use is determined to be contrary to College policy or applicable law, appropriate measures will be taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the ACPHS network, referral to student or employee disciplinary processes, expulsion or termination of employment.