

Electronic Resources and Computer Lab Usage Policy

Salem recognizes the value of computers, networks, email, the Internet, and other electronic resources (collectively, "Electronic Resources") to improve student learning and to enhance the administration and operation of its school. Electronic Resources include any computer, computerized device, peripheral device, software, computer network, electronic communication carried by computer network, Internet access, telephone, mobile device, domains, or electronic infrastructure or files, whether used for administration, research, teaching, or other purposes, which are owned, leased, operated, or maintained by Salem Academy and College.

In support of the mission and goals of the institution, Salem requires the responsible use of Electronic Resources and implements this policy for the purpose of establishing general guidelines for students, employees, and guests regarding the acceptable use of Electronic Resources owned, leased, operated, or maintained by Salem. This policy may be supplemented and reviewed in conjunction with other specific use policies for printing, passwords, wireless network usage, email, computer lab usage, domain development, and other functions as established by Salem to govern the use of Electronic Resources.

Acceptable Electronic Resources Usage Responsibilities

It is the policy of Salem to maintain an environment that promotes ethical and responsible conduct in all Electronic Resources usage, including any online network activities, by students and employees. It shall be a violation of this policy for any employee, student, or guest of Salem to engage in any activity that does not conform to the established purpose and guidelines set forth in this policy for acceptable Electronic Resources usage.

Salem retains the following rights and recognizes the following obligations with respect to Electronic Resources usage:

- To monitor Electronic Resources, use and file storage for all users as necessary for the following:
 - During administration of such systems.
 - When required by law, regulations, other Salem policies, or contractual obligations, including but not limited to compliance with a validly issued subpoena.
 - When required to protect the health or safety of individuals, the community, or the general public.
 - When required to perform essential functions in furtherance of the Institution's mission and operations.

- When required to diagnose or fix problems with Electronic Resources, or to otherwise preserve the availability, integrity and confidentiality of Electronic Resources.
- When required to investigate suspected violations of law, Salem policies, or other misconduct.
- When required in connection with the Institution's representation, claims, or defenses in a lawsuit or regarding a legal claim.
- To assume no responsibility or liability for files or communications deleted due to violation of file or storage allotments, network or other computer errors, miscommunication, human error, or any other circumstances resulting in data loss.
- To manage (create, edit, or delete) all user accounts.
- To monitor the use of online activities, including without limitation real-time monitoring of network activity, limiting access to websites deemed harmful, and/or maintaining a log of Internet activity for later review, for the purpose of protecting users and limiting the potential for virus and malware to be installed and cause widespread damage to Electronic Resources.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Salem-owned equipment and, specifically, to exclude those who do not abide by this acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Salem reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train students and employees regarding acceptable use expectations under this policy and other policies governing Electronic Resources usage.

Faculty and Staff Responsibilities for Electronic Resources Usage

Faculty and staff members who supervise or control students' use of Electronic Resources or otherwise have the occasion to observe students' use of Electronic Resources shall make reasonable efforts to monitor such use and ensure that it conforms with the mission and goals of Salem and the obligations of this policy.

Faculty and staff should make reasonable efforts to become familiar with the Electronic Resources they require students to use as part of their educational curriculum so that effective monitoring, instruction, and assistance may be achieved.

General Standards for Acceptable Use of Electronic Resources

Use of Electronic Resources provided by Salem is a privilege that offers a wealth of information and opportunities for research. Where they are available, Electronic Resources are offered to students, employees, and guests of Salem at no cost.

In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy, including the following general standards for acceptable use of Electronic Resources:

1. Except for incidental personal use, Electronic Resources must only be used in support of the educational, research, academic instruction, and business objectives of Salem.
2. Incidental personal use of Electronic Resources by employees is permitted when it does not interfere with the performance of their job duties, cause Salem to incur a cost, negatively impact network performance for Salem users, or otherwise violate this policy.
3. Students may use Electronic Resources for recreational purposes provided such use does not negatively impact network performance for Salem users engaged in educational, research, academic instruction, and business activities, cause Salem to incur a cost, or otherwise violate this policy.
4. Employees must adhere to the employment performance and conduct expectations set forth in this Handbook. Students must adhere to the code of conduct set forth in the Student Handbooks.
5. Users must use caution in electronically revealing their personal information. The unauthorized disclosure of the personal information of another user is prohibited.
6. Network accounts are to be used only by the authorized user to which the account is assigned or by Salem for an authorized purpose.
7. Use of Electronic Resources for the distribution, storage, or viewing of pornographic or similarly inappropriate material or files is dangerous to the integrity of the local area network and prohibited.
8. Subscriptions to Salem operated electronic mailing lists are automatically maintained. Users agree to membership within these mailing lists as a matter of course as they are used to communicate, often vital, information. Salem accounts are not to be used to sign up for third-party mailing lists, promotional emails, or other services unless such activities are directly related to the performance of Salem employees' job functions or students' educational activities and coursework.
9. Users are expected to display exemplary behavior in all aspects of Electronic Resources usage as a representative of the Salem community. As a community of honor, Salem

expects Electronic Resources to be used by students and employees in a manner consistent with such interpersonal and ethical obligations. Salem prohibits the use of Electronic Resources for the purpose of cheating, stealing, making false or deceiving statements, plagiarism, vandalism, or harassment. Salem students and employees should use only the Electronic Resources they have been authorized to use in the ordinary course of their employment or student status at Salem.

10. Antivirus software must be installed on all computers used on campus. The failure to have antivirus software will be a violation of this policy. Please contact the Information Technology (IT) Help Desk if you need help obtaining or installing antivirus software.
11. Any use of Electronic Resources for commercial or political advertisements or solicitations is prohibited.
12. Users may not use Electronic Resources for the purpose of communicating the position or stance of Salem on any particular matter except where authorized.
13. Users may not install personal software (e.g., shareware, freeware) on Electronic Resources owned, leased, operated, or maintained by Salem.
14. Users may not use Electronic Resources to misappropriate or modify without authorization any information, files, data, or passwords belonging to other users.
15. Users may not use Electronic Resources to misrepresent their user status or identification on the network.
16. Users may not use the Salem network in a manner that disrupts its use by others (e.g., applications that negatively affect network bandwidth). Hardware and/or software on Electronic Resources shall not be destroyed, modified, or abused in any way. Certain network protocols will have their speeds throttled or controlled to ensure adequate access to available bandwidth.
17. Malicious use of Electronic Resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
18. The Salem network may not be used for downloading entertainment software or other files not related to the mission and objectives of Salem for transfer to a user's home or personal computer or other electronic media. This prohibition pertains to all copyrighted material, commercial and non-commercial software for which licenses need to be acquired, and all other software and files not directly related to the instructional and administrative purposes of Salem. For example, users may not download copyrighted materials such as movies, music, or other files unless they are related to

academic coursework and they have been authorized to do so. This prohibition does not pertain to subscription streaming services that users are entitled to access.

19. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except where authorized by law.
20. Use of Electronic Resources for any unlawful purpose is prohibited.
21. Use of Electronic Resources in a manner that violates any other Salem policies or rules is prohibited.
22. Use of Electronic Resources to communicate profanity, obscenity, defamation, threats, or hate mail or to engage in stalking, bullying, harassing, discriminatory, or any other abusive behaviors is prohibited.
23. Connecting network devices or running network services on any personal computer (PC) is prohibited. Network devices such as hubs and wireless access points may not be installed on the Salem network as they can disrupt regular network traffic. Additionally, PCs should not be set up to share files with others. This could be construed as illegal file sharing and also potentially exposes personal files to others (including hackers).
24. Use of devices on campus that broadcast radio frequencies in the same bandwidths as wireless signals and that interfere with Salem wireless networks is prohibited. Users who need help disabling this functionality should contact the IT Help Desk.
25. Any purchase of an Electronic Resource, service level agreement pertaining to Electronic Resources, or other engagement of third party services that could meet Salem's definition of an Electronic Resource must be approved by the Director of Information Technology. Any contracts for such services must be signed by the Director of Information Technology or Vice President for Administration, as will any invoice for such resources or services. The disposition, dispensation, or charges to departments for such Electronic Resources is at the sole discretion of the Information Technology Department and Salem administration.

General information about the Information Technology Department is available on the Academy and College websites. Security and Information Technology policies, resources, and information are available on the MySalem Intranet site.

Acceptable Computer Lab Usage Responsibilities

Computer labs at Salem are Electronic Resources and are made available only to students, faculty, and staff. Further, access to these Electronic Resources is wholly at the discretion of Salem. Using the labs is a privilege which can be revoked at any time by the Institution.

Faculty and Staff Responsibilities for Use of Computer Labs

Faculty and staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Salem.

General Computer Lab User Responsibilities

- Abide by the general Salem Academy and College Acceptable Use Standards.
- Take reasonable measures to protect your account information, lab combinations, and any other information related to access to Salem data resources.
- Use best practices for securing your computer accounts.
- Use strong passwords, i.e., passwords that are at least eight (8) characters long and contain uppercase, lowercase, and numeric characters.
- Avoid passwords that are the same as your login name, first or last name, or any word that would be easy to guess.
- Remember your password and do not write it down.
- Lock your workstation if you are going to leave it for longer than a few minutes. In the computer labs, please log-off and remove your personal items if you anticipate being gone for more than ten (10) minutes to give others an opportunity to use the computer.

Standards for Acceptable Use of Computer Labs

Users will practice proper computer and internet etiquette and abide by the following rules governing lab use:

- No food or smoking in the labs. Drinks in closed containers are allowed as long as they are removed when you leave.
- Paper, staplers or staples, tape or dispensers, hole punchers, computer or IT equipment, chairs or anything else should not be removed from the computer labs.
- Class-related work takes precedence over any other use of the computers.
- Only one (1) active session is allowed per person to a computer at a time.
- The entry code to lab doors may not be given to anyone else. The door to the lab shall be kept closed. The door may not be opened by someone inside the lab to admit someone who does not have the combination.
- Playing games on laboratory computers is prohibited unless specifically authorized by a faculty member for instructional purposes.

- No activity that creates an environment non-conducive to studying is allowed. Examples of such activity include, but are not limited to:
 - loud talking
 - music played without headphones
 - taking calls on cell phones
 - excessive texting without silencing vibration and sounds

Disciplinary Action

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated in the Student Handbook. Employees in violation of this policy will be subject to appropriate disciplinary measures by the supervisory authority to which the employee reports. Violation of local, state, or federal laws, rules, or regulations may also result in civil or criminal proceedings.

Salem has the right to suspend or modify computer access privileges and passwords and to examine files, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of its Electronic Resources. Users whose activity is viewed as a threat to the operation of Salem's Electronic Resources, who abuse the rights of other users, or who refuse to cease behavior that violates this policy may have their user privileges revoked. Salem reserves the right to terminate, suspend, or otherwise lock-out any user account without prior notification.