



# Reformed Episcopal Seminary

## Computer and Internet Acceptable Use Policy

Reformed Episcopal Seminary provides students, faculty and staff with access to computers and the internet in order to facilitate their responsibilities at RES. Users are expected to use these systems appropriately and to minimize personal, non-RES-related activity. RES makes no promise or warranty with respect to usage of systems, storage of data, or connectivity to outside resources via the internet. Use of RES systems or internet access is done without any expectation of privacy or confidentiality - RES reserves the right to monitor and log usage or inspect files stored on RES systems when necessary to determine whether users are abusing access privileges, and to discipline or dismiss any user believed to be misusing our systems. The mission and goals of RES will be kept in mind at all times when using RES systems.

Particular attention is drawn to:

- **Inappropriate use:** Creation, reception or transmission of indecent, illegal, threatening, harassing, defamatory, racist, copyrighted, stolen, or other inappropriate text, images, streams or files in violation of law or RES policy is prohibited. Commercial activity, advertising (except appropriate personal promotion for the purpose of employment), political lobbying or campaigning, online gambling, dating or trading, illegal solicitation or criminal activity, and participation in online hacking organizations are considered inappropriate activities.
- **Language usage:** Users are expected to be polite, decent, and non-abusive in all electronic representations connected with or emanating from RES.
- **Plagiarism and violating copyrights:** Users are not to download or transmit copyrighted materials without the owner's permission or represent another's work as their own.
- **Malicious activity:** Activity which seeks to break into, steal, monitor, disrupt, or shut down RES systems or data, or those of other users within or without RES, is prohibited and grounds for dismissal. Attempting to disrupt or bypass activity monitoring or load malicious software on RES or others' computers is also prohibited.
- **Security:** Users are not to share their access passwords with non-RES personnel, or store them in poorly-protected locations. Any discovery of security problems is to be reported immediately to the system administrator and not shared with other users.

**- Personal Usage:** Users are requested to minimize their use of RES systems for personal activities such as email, Facebook, or internet browsing. Activities which consume substantial internet bandwidth, such as video or audio streaming (online movies or music stations), online gaming or large file downloading are discouraged.

**- Responsibilities for non-RES equipment:** Users who bring their own or others' equipment (such as computers or smartphones) to use at RES are responsible for the secure and appropriate operation of that equipment. RES expects computers to be free of malicious or infectious software (via operating system updates and anti-virus software) and to identify itself appropriately on the network. Assistance is available for those who need help bringing their systems into appropriate compliance.

**- Modifications to this Agreement:** Additions or modifications to this Agreement may be made from time to time by RES. The most current version will be published online and in the Staff and Student Handbooks.