



Appropriate Use Policy

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General Provisions

The use of Occidental College Digital Information Systems and Information Resources is a privilege, not a right, and is granted under the conditions of appropriate usage as stated in this policy. By using the Occidental College network, computing facilities, resources, and accounts, students, faculty, staff and other members of the Occidental College community agree to the provisions contained herein.

Academic and administrative computing services are an essential component of meeting the mission of Occidental College. Students, faculty, staff, and other members of the Occidental College community may:

- use College-owned computers, software, information and network access to which each individual is authorized access;
- connect to the College network and digital information systems and information resources with an individually-owned computer or other digital device;

Individuals using Digital Information Systems and Information Resources at Occidental College are responsible for complying with relevant laws and the College's policies and procedures regarding their use and for using computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of the College.

Use of College information systems for hosting non-Occidental College activities must have the written permission of the chief information officer.

Appropriate Behavior

Students, faculty, staff and other members of the Occidental College community will:

- not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the College or another individual without permission;
- not violate copyright laws, including using Occidental College Digital Information Systems and facilities to receive, retransmit, duplicate, destroy, or tamper with materials protected by copyright unless authorized by copyright, license, College policy, or other applicable laws. (See [Copyright Compliance \(/offices-services/its/policies/copyright-compliance\)](/offices-services/its/policies/copyright-compliance) and [Copyright Resources \(/offices-services/its/policies/copyright-resources\)](/offices-services/its/policies/copyright-resources)).
- not disregard computer security measures, such as: using a computer account belonging to another individual; sharing passwords with another individual or permitting another individual to use their accounts; exposing other computers or the network to security threats such as viruses and spyware; or attempt to defeat or bypass computer and network security measures.
- not use Digital Information Systems in a manner that deliberately diminishes or interferes with the work of others.
- not provide, assist in, or gain unauthorized or inappropriate access to the College's computing resources.
- not use Occidental facilities or resources for unauthorized or inappropriate access to systems, software or data at remote sites.
- not use Occidental computing facilities and resources to violate federal, state or local laws or statutes, as well as all applicable contracts and licenses.
- not use College Digital Information Systems and Information Resources for commercial use.

Software Usage

Faculty, staff, and students have permission for the use of licensed software according to the terms of the licensing agreements between Occidental College and the software licensors. Anyone using the software agrees to abide by the terms of those agreements, acknowledging that these software programs are proprietary and therefore are subject to copyright or patent restrictions as defined in the license agreements.

By using College software, individuals agree not to copy, transfer, or remove from college facilities any licensed software, including programs, applications, databases, and code. Occidental College's computer facilities, equipment, or software may not be used to violate the terms of any software license

- when the College believes that there have been violations of College policies;
- to insure the operation of the College's electronic communications services.
- While the College makes a good faith effort to reduce the amount of spam delivered to individual mailboxes, it accepts no responsibility for the content of email received by account holders.

Specific provisions concerning email use at Occidental College include:

- Email is an official form of College communication. Account holders are responsible for accessing their email in a timely manner.
- Forgery (or attempted forgery) of email messages is prohibited.
- Attempts to read, delete, copy, or modify the email of other users are prohibited.
- Deliberate interference with the ability of other users to send/receive email is prohibited.

- **Networks**

The College networks are operated as a private network designed to provide for the mission-related needs of students, faculty, staff and other members of the Occidental community. The College network is a shared resource and all individuals using the network are responsible for using it in a manner that does not inhibit or interfere with use by others.

- Only computers or networked devices that have been approved for connection by ITS may be connected to the College network.
- Network services, equipment, wiring or jacks may not be altered nor extended beyond the location of their intended use.
- ITS has the sole authority to assign host names and network addresses to computers attached to Occidental's network.

Security

To protect the integrity of Occidental College's computing resources, ITS reserves the right to monitor the network, computers attached to it, examine files and account information, and to test passwords.

ITS reserves the right to immediately disconnect any computer that is found to be disrupting the network.

ITS reserves the right to immediately disconnect any computer temporarily for the purpose of network hardware, software, or security troubleshooting, and to enforce the Appropriate Usage Policy.

Questions

Questions and/or comments about this policy should be directed to James Uhrich, vice president for