

versions of antivirus, anti-spyware, desktop firewall software and security updates at least weekly.

3. IT may disable the network and e-mail accounts of users who fail to install and maintain required software.
4. IT may disable some or all IT services (including network/Internet access and network and e-mail accounts) for a student, if IT determines or reasonably suspects that the student's actions or student's personal computer is a risk to the campus computing environment (e.g. spreading viruses, participating in a bot network, engaging in denial-of-service attack, engaging in network scans).
5. The College has developed a Web site to assist individuals who do not have the required software installed on their personal computers. Please visit the following link and bookmark this page for future reference: www.lemoyne.edu/information_technology/virus.htm. The site provides access to the required software, in addition to installation and configuration documentation.
6. IT may, at its discretion, temporarily stop all e-mail to and from the Internet whenever a new virus is announced by one of our major anti-virus vendors. These shutdowns allow IT to assess its systems for vulnerabilities and to acquire and distribute new antivirus definitions. IT will store all inbound and outbound e-mail and will automatically process it once adequate virus protection has been restored.
7. IT may, at its discretion, help students repair their infected computers. IT reserves the right to charge for this service.

As with all campus computing policies, failure to maintain the mandated software may result in the revocation of some or all College computing privileges, referral to the Office of Student Development for appropriate disciplinary action, and/or referral to local, state or federal authorities for legal action where appropriate.

Ethics of Computer Use

Le Moyne's computing systems and networks are a vital College resource. All users are expected to use computing services in a manner consistent with the academic mission and principles of the College: refrain from wasteful practices, respect the integrity of College and external computing systems, be considerate and respect the privacy of other users, access only explicitly authorized resources, and use accounts ethically.

Le Moyne College considers it a most serious offense for any user to attempt to degrade the performance of the systems or networks of either the College or any external entity, to circumvent or attempt to circumvent security mechanisms of any computing system, or to deprive or attempt to deprive other users of access to computing resources.

Abuse of Computer Privileges

Abuse includes but is not limited to: using another person's computer account without the explicit permission of Information Technology; attempting to gain access to another person's account; tampering with the computing systems or networks, including both its equipment and programs; using the system for commercial purposes; inspecting, modifying or copying programs or data without authorization; sending abusive, obscene or otherwise harassing electronic communications; improper or inappropriate use of the campus or global network; and giving false or misleading information for any purpose associated with use of the College's computing resources.

The College's software licensing agreements are generally for administrative, instructional and personal research uses only. Use of these resources for other purposes is considered theft of services. To protect

the College's licensing agreements, such theft must be acted upon by the College and the companies involved. Individuals who are engaged in, or plan to engage in, outside activities (e.g., using the system for commercial applications or consulting projects) must contact IT immediately. (It may be possible to allow such activity through the collection of royalties.) Failure to notify IT of non-authorized uses of computing resources will result in prosecution as described in the "Enforcement of Policies" section above.

Information Security and Privacy

Information and data stored on systems connected to the College network and transiting the College network are considered confidential and private and shall not be examined by anyone other than the information owner, intended recipient, and other individuals to whom IT has expressly granted permission. Exceptions include but are not limited to: use of analysis tools to identify, detect and prevent system or network problems and abusive computing behavior, and manual or automated auditing of systems for inventory and usage tracking. Moreover, all or a portion of any user's files may be examined by the vice president of information technology, his or her designates, and local, state and federal authorities to investigate claims of non-compliance with College policies or claims of unlawful action.

Campus Telecommunications System

Le Moyne College maintains its own telecommunication system operated by the telecommunications office with the Division of Information Technology. Each room is provided with a College-owned telephone, which allows students to make internal and local calls within the regional area. Students may make long distance calls with the use of a personal or pre-paid calling card. Personal cell phones are also encouraged and commonly used on campus. Other telecommunication services provided to the student residents include voice mail and standard cable TV. Among the cable TV lineup are two channels which provide student event information and recently released movies. Details of these services including any support information can be viewed on the College Web site by going to www.lemoyne.edu/telecommunications.

Heights Alert

As part of the College's campus security system, the telecommunications office maintains several blue light emergency telephones across the campus, and the Heights Alert emergency/event notification system. Heights Alert is a free service provided to all current students, faculty and staff of Le Moyne College. Students need to sign up for this service. In the event of a campus emergency, Heights Alert will send a voice message to all student telephones within the residence halls. Students may also opt-in to have the emergency alerts sent to their personal cell phone via text message and/or e-mail address. All students are strongly encouraged to enroll in Heights Alert. Details of Heights Alert and enrollment instructions can be found by going to echo.lemoyne.edu/LMCAAlert.

Le Moyne College Student E-mail Policy

E-mail is an official method for communication with students at Le Moyne College. These communications may include, but are not limited to, information about student courses, grades, and accounts. E-mail delivers information in a convenient, timely, cost effective and environmentally friendly fashion. This policy ensures that all students are aware of the importance of this communication method. Furthermore, it ensures that students can be contacted through a standardized channel by instructors and other College staff as needed.

College Use of E-mail

E-mail is an official method for communication at Le Moyne College.