

WEBB INSTITUTE INFORMATION TECHNOLOGY POLICY

It is the intent of Webb Institute (Webb) to provide a quality technological environment for the college community in which certain standards are observed. All Webb Institute students, faculty, and staff authorized to use Webb Institute computing facilities are responsible for reading, understanding, and complying with the following policies.

Webb Institute provides computing and networking resources to students, faculty, and staff for a wide variety of purposes. The purpose of the Webb Institute network is to support education, communication, and research by providing access to unique resources and the opportunity for interaction and collaborative work through the Internet, email, and other applications. These resources, networked for the general benefit of the community, are continually updated and maintained by the Department of Information Technology (IT Department) to provide an environment that is consistent with the educational goals of the college. These resources are limited, and how each individual uses them may impact the work of other members of the community and beyond, as our campus network is connected (through the Internet) to other networks worldwide. It is important that everyone is aware of his or her individual obligations and what constitutes proper use and behavior.

Use of Webb-owned computers and the campus network and other communications systems is considered a privilege, not a right. Webb Institute reserves the right to limit, restrict, or extend computing/networking privileges and access to computer resources. Electronic communications, including electronic mail, mailboxes, Internet and the contents, (subject to the intellectual property policies of Webb Institute) created or stored on any Webb computer or network related equipment, are the sole property of Webb Institute. Computers and the campus network are provided to assist students and staff in the completion of their academic pursuits and job duties and to support Webb's daily operations and long term goals. Webb Institute reserves the right to monitor computer/network activity and communications, including Internet access at its discretion for legitimate business and educational purposes. Notwithstanding the Institute's right to preserve, access, and disclose a user's electronic information, out of respect for personal privacy, Webb does not routinely examine the contents of data or files in user accounts. However, circumstances may require an examination of a user's files to maintain system security, to administer or maintain system integrity, or in response to a legal mandate. In such cases, authorized personnel may examine a user's data without notice to the user. Authorized personnel are those specifically entrusted and approved in writing to conduct such examinations by the President.

The technology resources are maintained to enable the Webb related work of students, faculty, administration, and staff. Appropriate uses include instructional use in Webb classes, class assignments, and faculty and student research. Personal use by authorized users that does not interrupt or diminish access to resources for other users or violate the policies in the employee and student organization handbooks is permitted.

Support Provided by Webb's IT Department

The IT Department is committed to supporting Webb furnished computers and other devices and maintaining the network and related services. To do so, the full cooperation of all users is required. The IT Department will only support:

- Software that has been purchased by Webb Institute in support of Webb related work.
- Software which are installed on supported operating systems.
- Hard drive partitions as configured by the computer's manufacturer or the IT Department.
- BIOS settings without passwords. Please disable BIOS passwords prior to requesting support.
- Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff.
- POP3, for users who wish to download email on a single computer.
- IMAP, for users who wish to download email on multiple computers.

User Responsibilities

To assist in maintaining security and reliability of the network, users are responsible for:

- Maintaining the security of all their accounts and passwords.
- Ensuring that they are using the most up-to-date virus data files. All personal-owned computers and other devices that are able to access the Webb network must have anti-virus software installed that is updated regularly. Virus-scanning software licensed by Webb Institute is available for all student, faculty and staff computers. Any computer or network device that is found to be infected will be removed from the campus network until anti-virus software is installed and used to clean the computer of all viruses and malware.

Unacceptable Uses of Webb's Technology Resources

- Violating software copyright laws. Computer software must be used in accordance with license agreements, whether it is licensed to Webb Institute or to an individual user. Transmission of unlicensed software over the campus network is prohibited.
- Violating Federal Copyright Law by downloading copyrighted audio, video, graphics, or text materials from the Internet without proof of proper licensing arrangements. Further information on the Digital Millennium Copyright Act of 1998 may be found at www.loc.gov/copyright/legislation/dmca.pdf
- Copying, publishing, storing or transmitting data when doing so would constitute a violation of copyright.
- Using of another person's account, or giving your password to allow another person to gain access to a Webb-owned computer, network, or database resource. This includes, but is not limited to, unauthorized use of an account, use of an account for a purpose for which it was not intended, or use of another person's email address.

- Accessing a file on the Webb Campus Network without the permission of the owner to copy, rename, modify, examine, or change file protection or visibility. **Lack of protection on a file does not imply right of access.**
- Introducing data or programs which in some way endangers computing resources or the information of other users (e.g. computer worm, virus, malware or other destructive programs), or which infringes upon the rights of other Webb Institute users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
- Running of programs that are wasteful of system resources that noticeably reduces the performance of the system for other users is prohibited. Users must recognize that computers and network are a limited resource.
- Abusing or mistreating computing equipment. All users should become thoroughly familiar with the proper operating procedure for a given device before attempting to use it. Printers, plotters, multimedia equipment, scanners, and similar equipment are quite delicate and easily damaged through careless or rough use. A user will be held responsible for any damage to equipment caused by their own carelessness.
- Circumventing logon or other security measures.
- Sending any fraudulent electronic communication.
- Using electronic communications to harass or threaten users in such a way as to create an atmosphere that unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients, in addition to Webb Institute users.
- Using electronic communications to disclose proprietary information without the explicit permission of the owner.
- Using electronic means to steal another individual's works, or otherwise misrepresent one's own work.
- Using of the campus network to access, download, print, store, forward, transmit or distribute obscene material.
- Creating a website on the campus network without prior permission from the IT Department.
- Violating any state or federal law or regulation in connection with use of any information system.

Wireless Internet Access

- An unsecured Wireless access point (WAP) on campus represents a network vulnerability. The IT department is solely responsible for installing, authorizing and maintaining wireless access and wireless networking services on the campus network. No other WAP's or wireless hotspot devices are permitted to be connected to the campus network. Unauthorized WAP's or wireless hotspot devices will be removed from Webb's network upon discovery and without notice. The owner of the unauthorized WAP will be considered to have committed a violation of the Computer Acceptable Use Policy and reported to the President.

Printing

- Webb institute is a green community. The default option for all print jobs shall be black & white and duplexed (both sides of the paper). Color and single-sided prints should be printed only when absolutely necessary.

Couch Computer Lab Management

- Users must obey all posted rules (e.g., moving equipment is not permitted at any time for any reason). All use must be in compliance with this policy. The computers in the lab will be maintained with a standardized image for easy restoration of systems in the event of a failure. Systems will be reformatted and reinstalled or re-imaged at the end of each semester.
- Computers in the lab may be erased and re-imaged multiple times during each semester. Therefore, lab users should have no expectation of data retention on individual systems between uses. Notice of this practice will be clearly posted as a reminder to not save important files on local hard drives of any lab computer.
- Students working on theses will have priority on the use of the Couch Computer Lab systems. Conflicts should be reported to the IT Director.

Personally-Owned Computer Equipment Policy

- Personally-owned computer equipment is any computer related device that was not purchased by Webb Institute. Employees must follow Webb Institute's computer usage policies when operating personally-owned computing equipment while connected to the campus network.
- The IT Department is unable to provide general hardware and software support for personally-owned computing equipment, regardless of the physical location of that equipment. The IT Department is not responsible for backing up any data stored on personally-owned computing equipment.

Operating Systems

- Under no circumstances will a preview or beta operating system be supported.
- Newly released operating systems will not be supported until approved by the IT Department.
- Any operating system no longer supported by the software manufacturer or unable to receive the latest security updates or patches will not be permitted on the campus network. A list of approved operating systems can be obtained from the IT Department.

Remote Access Policy

- All Computers and devices that are connected to Webb Institute's internal networks via remote access technologies must meet the requirements of Webb owned equipment. This includes personal computers.
- At no time should any Webb Institute authorized user provide their login or email password to anyone.

Faculty Consulting

- Faculty are permitted to use academic software for consulting work only if permission is first received by the software manufacturer.
- Permission should be provided in writing and a copy provided to the Director of Information Technology to be included in the software's license file.

New York State Information Security Breach and Notification Act

- The "Information Security Breach and Notification Act," effective December 7, 2005, provides New York State residents with the right to know when a security breach has resulted in the exposure of their private information.
- The security breach covered by this law pertains to the unauthorized acquisition of computerized data which compromises the security, confidentiality or integrity of private information.
- Private information, covered by this law, means any personal information in combination with any one or more of the following data elements: social security number, driver's license number, account number, or credit or debit card number in combination with any required security code.
- If there is a violation of The Information Security Breach and Notification Act, Webb Institute will act in accordance with the law. Webb Institute will follow the guidelines that are provided on the New York State Attorney General's website: http://www.oag.state.ny.us/consumer/tips/id_theft_law.html

This policy is maintained by the Department of Information Technology and shall not be revised without the written approval of the President of Webb Institute.

Faculty and staff should also refer to the "Webb Institute Employee Handbook" for further information on Webb's policies and procedures. Faculty should also refer to the "Faculty Handbook" for faculty specific policies and students should refer to the Student Organization Handbook.