Davis & Elkins College
Acceptable Use Policy
For Technology Resources

This policy will set guidelines for the use of information technology at Davis & Elkins College, following the laws of the United States and West Virginia. Campus Internet, technology and computing resources are to be used appropriately and in a manner consistent with the mission and instructional, research, and administrative objectives of Davis & Elkins College.

Questions about this policy should be directed to Information Services Help Desk by calling 304-637-1233 or emailing HelpDesk@dewv.edu.

Acceptable use of resources includes:

- Instruction;
- Independent study;
- Official work of faculty, staff, students, offices, and departments;
- Official work of recognized student and campus organizations;
- Official work of agencies of the college;
- Occasional or incidental noncommercial, personal use by authorized users.

Technology and computing resources are shared resources, which need to be used collegially.

Collegial use includes:

- Using common sense;
- Using resources responsibly, for authorized purposes, and in an approved manner;
- Observing standards of decency;
- Respecting the privacy of others;
- Respecting the rights and wishes of others in the use of sounds and visuals in public areas;
- Being sensitive to the impact of your traffic on network performance;
- Practicing good stewardship of connect time, information storage space, printing facilities, processing capacity, and network services.

Davis & Elkins College's computing and information technology resources are of substantial benefit to everyone in the College community. However, benefit could be diminished appreciably if only a few people were to misuse these resources.

Examples of unacceptable use include, but are not limited to:

- Any use that violates
  - Local, state, and /or federal law;
  - Copyrights or other intellectual property rights;
  - License agreements;
  - Purchase agreements;
  - Acceptable use agreements of any other entity traversed or used through Davis & Elkins College resources.
- Posting, distributing, and/or propagating
  - Unsolicited advertising;
  - Computer worms or viruses;
  - Chain letters;
  - Material copyrighted by another;
  - Fraudulent or misleading information;
  - Libelous, slanderous, threatening, or harassing materials of any description;

- - Any materials that demean, defame, or ridicule another person on the basis of gender, race, ethnic background, national origin, religion, or (actual or presumed) sexual orientation;
  - Obscene, pornographic, sexually explicit, or patently offensive materials;
  - Any materials contrary to the mission values of the College.
- Attempting, whether successful or not
  - To enter another network node without authorization;
  - To enter another's account, files, or file space;
  - To obtain passwords of others, or to share your password with anyone else;
  - To modify any software or information without authorization;
  - To conceal or falsify one's identity in any electronic communication or activity;
  - To intercept network traffic intended for nodes other than your own;
  - To set up, operate, or maintain a server, network analysis tool, or network management tool on the D&E network without authorization;
  - To use any Internet Protocol (IP) address inside or outside the D&E domain without prior approval;
  - To damage or destroy any equipment, software, or data.

- Any use that
  - Is illegal, immoral, unethical, or dishonest in nature;
  - Unreasonably denies or could deny access or services to others, including excessive use for recreational games or personal purposes;
  - Is for commercial purposes or personal gain;
  - Promotes a political position or *cause celebre*;
  - Interferes with the College's activities or College-related activities of any authorized user;
  - Is, or could reasonably be expected to be, damaging to the reputation of the College.

Violations of the Acceptable Use policies will be handled in accordance with existing college policies.