

# Acceptable Usage Policy for Students

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All Becker students are provided with a Becker email account (mymail.becker.edu). This is the account which college officials and faculty will use to communicate with students. **It is the student's responsibility to utilize their Becker email account and to check it frequently.** Students will also receive an Angel login and password. The degree to which each class relies on Angel is up to the course instructor. It is the student's responsibility to access Angel based on the requirements of an individual course.

In accepting an account to access Becker's student email systems or in the use of any of the computer equipment at Becker College including network access for the purposes of accessing the internet, the Student agrees to the following terms and conditions:

1. To keep accounts and passwords private (don't share your passwords with others).
2. Students are prohibited from posting on, or transmitting through the Becker systems, any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, or racially, ethnically or otherwise objectionable material of any kind.
3. Becker College reserves the right to block internet traffic from all file sharing or other non-educational sites.
4. The Office of Information Technology's (OIT) responsibility for dorm internet is limited to the network jack or **Authorized Becker College** wireless access point.
5. All issues related to connectivity in dorms must be reported to the dorm RA. Any calls directed to OIT will be vetted through the RA prior to scheduled visits by OIT.
6. If OIT can access the internet from a dorm room port, it is the student's responsibility to resolve issues related to their computer and/or network cable.
7. OIT does not support student systems, software installed on student systems, or network cables. Please refer to the software or hardware manufacturer.
8. Students must refrain from using personal wireless routers or access points. These devices are not allowed and the network; we will automatically disable your network connection should one be plugged into a network jack. *To re-enable your network jack, please plug your system directly into the network jack.*
9. In addition, all students must follow the Code for Ethical Use of Computing Resources below.

## Code for Ethical Use of Computing Resources

All members of the Becker community make use of technology in pursuing their primary academic and administrative endeavors at the College. Using the College's technology resources for incidental purposes is also permitted, but all usage must comply with state and federal laws, as well as with Becker's own policies governing appropriate use of technology. Becker requires that technology resources are not 1) used in a way that consumes excessive network resources; 2) abused or wasted; 3) employed in a way that interferes with, damages or harms a person; 4) employed in a way that intentionally interferes with the business operations of the College or any other company; 5) used for commercial gain; 6) used for dishonest or personal advantage; or 7) used to publicly convey what would reasonably be considered a private matter concerning another student. Computing resources may not be used to promote or facilitate illegal or inappropriate activities or to facilitate actions that violate academic integrity (these may include, but are not limited to, harassment, theft, child pornography, sending or receiving pornographic images, selling papers or other course work, or copyright violation (including the distribution and reception of copyright protected music, movies and games which are obtained illegally). Please be aware that Becker will cooperate with internal and external authorities in the investigation of illegal activities. Becker is also obligated to report any instances of child pornography to the appropriate authorities.

Becker has a legitimate interest in protecting its investment in technology. Toward this end, the College reserves the right to require the registration of all technology-related devices used on campus, regardless of whether the device is owned by the institution or an individual; to prevent or restrict the use of technology brought on campus by faculty, staff and students; to identify and quarantine devices suspected of adversely affecting the network; to employ tools to monitor (at the port level) network-related activity, including bandwidth consumption and point-to-point file transfers; to monitor bandwidth consumption and restrict or eliminate bandwidth allocation to specific devices; to monitor the transmission and storage of confidential information; and to terminate without notice individual network and Internet access upon detecting activities that violate the law or College policies.

Violations of this policy may result in temporary or permanent loss of technology-related privileges including Internet, network and e-mail access, fines, assignment of financial responsibility, expulsion as a student, and legal action.

Student violations will be referred to the Student Affairs' judicial process or Becker's academic integrity process, or both. In cases where individuals are uncertain about whether or not a violation has occurred, students should consult the Vice President of Student Affairs.

Certain kinds of computer abuse and computer-related fraud are not only prohibited by this policy, but are illegal and punishable by any or all of the following: civil sanctions, criminal fines or imprisonment. The College may report suspected illegal conduct to the appropriate authorities.

### **Individual Access**

All members of the community are obliged to act responsibly in the use of technology. Students are expected to provide and maintain accurate data about themselves (i.e. date of birth, address, Social Security number, etc.) when updating personal information on any of Becker's administrative and academic systems.

An individual may access only those accounts, files, software, and other computing resources authorized under his or her particular username and password and for which a legal license exists. Individuals must take reasonable precautions to protect his or her account(s) information, including passwords, usernames and PINs. Sharing individual IDs and passwords is expressly prohibited. All members of the Becker community are expected to exercise care in logging out of network resources and applications, in regularly changing their individual password(s), and in maintaining the confidentiality of their password. It is also a violation of Massachusetts law to access a password protected file without proper authorization.

An individual who intentionally shares their user ID and password with another person, where the primary intent is to provide access where it would otherwise be unavailable, may be subject to disciplinary action up to and including expulsion.

### **Hacking**

Hacking is the intentional, unauthorized access to hardware or software. A hacker is a person who breaks into computers, usually by gaining access to administrative controls, with the intent to take over, read, modify, or cause damage. With the exception of specific course-based activities designed to educate students which are conducted under the direction of the Accelerated or Academic Affairs Departments, Becker will not tolerate hacking. Responsible parties include those who instigate, plan, initiate, participate in, or perform hacking offenses.

Students suspected of engaging in hacking are expected to cooperate fully with Becker and legal authorities in the investigation of such incidents. In investigating complaints of possible violation of College policy, Becker reserves the right to examine the contents of personal computers used by students or other computers attached to our network, without prior consent or knowledge of the individual being investigated. Becker also reserves the right to confiscate computers used by students in these events. Cooperation may include, but is not limited to, providing transaction logs, copies of electronic mail messages, data files, usage records, hardware, account and password information, or other information as required by those authorities. Those who are financially responsible for the perpetrators, such as parents or guardians, may also be held accountable.

### **Permission to Record**

Faculty, staff and students may not use any technology resources on campus, especially those available on personal devices, to record conversations, lectures, or classroom interactions without the express consent of those individuals being recorded. Such actions may also violate state and federal law. Faculty, at their sole discretion, may elect to make their lectures available for recording. Members of the Becker community who intentionally record other students, faculty and staff without their prior written consent may form the basis of a civil libel action and may be subject to disciplinary action up to and including immediate termination and expulsion.

## **File Sharing Applications and Copyright Law**

Person-to-person (P2P) applications allow individuals to electronically exchange music, movies, videos, software, games and other kinds of copyright-protected and non-copyright-protected information. While some owners of music, movies and software explicitly allow their products to be copied, many do not. It is best to assume that these materials are copyright protected, unless explicitly stated otherwise. Downloading and making available to other individuals copyrighted material, such as music, movies, videos, text and software, without permission of the rightful owner, violates the United States Copyright Act (Title 17, United States Code), which has significant potential liability for damages. Moreover, using P2P file sharing applications may contribute to an excessive consumption of bandwidth and create a potential security risk, which also violates Becker policy.

As part of Becker's efforts to comply with copyright law, Becker's Digital Millennium Copyright Act (DMCA) Policy can be viewed on the Becker Web Site. This policy outlines the specific procedures that Becker will take if the College receives any copyright infringement notices.

Violations of copyright law may result in temporary or permanent loss of access rights, fines, assignment of financial responsibility, disciplinary action up to and including immediate termination of employment, expulsion as a student, and legal action.

## **Social Media**

Becker is committed to maintaining an environment in which opposing views on issues of the day may be fully and freely aired. Such an environment requires all community members to tolerate expressions of opinion that differ from their own and that, in some instances, some people may find unpalatable; however, activities that violate the College's policy against harassment, or that constitute an invasion of another's privacy, do not promote free expression and undermine the environment that the College seeks to maintain. They also may result in the imposition of sanctions for violation of College policy. Additionally, untrue statements of fact that harm another's reputation may be defamatory and may subject the individual making such statements to civil action by the person harmed by such statements.

In addition, it is a violation to use official college logos or seals on social networking sites without prior authorization from the Office of Marketing.

Students who choose to engage in blogs, chat rooms, discussion groups, Facebook, Twitter, bulletin boards or other forms of social media should do so with the understanding that they may inadvertently pose a threat to their own or others personal safety and personal privacy. Publishing personally identifiable content (i.e., photos, addresses, phone numbers, banking information, health information, etc.) can lead to identity theft, stalking and other potentially dangerous outcomes. Students who engage in activities that compromise the privacy of others, or disclose or discuss confidential or proprietary information, are violating institutional policy and will be subject to appropriate sanctions.

Becker reminds students who are acting in their individual capacity of their obligation to clearly state that opinions expressed are their own and not those of Becker College.

## **Policy Violations**

Those who violate policies on individual access, hacking, commercial use, permission to record, file sharing or social media may incur temporary or permanent loss of technology-related privileges, fines, assignment of financial responsibility, discipline up to and including expulsion as a student and legal action. Student violations will be handled by the Vice President of Student affairs.

## **Electronic Mail Policy**

E-mail is the communication medium of choice for the Becker community and the official vehicle by which the members of the College communicate with each other. Students are expected to read e-mail regularly to glean the critical information that is routinely conveyed.

### **Promotional Photographs for Becker College**

Becker reserves the right to take photos on the Becker campus and Becker public events and use those photos on the web and in print publications.