

Introduction

It is the intent of the College to provide adequate technology for the enhancement of your educational experience, and to support the productivity and effectiveness of all students, faculty, and staff. The purpose of this policy is to ensure resources owned by the College are used appropriately. “Appropriate” and “acceptable” use is defined as activities that are ethical and legal.

General Guidelines

- St. Louis College of Pharmacy provides an electronic infrastructure to be used primarily for educational purposes directly relating to our curriculum and the business of the College. While incidental personal use is permissible, it must not interfere with normal daily use, and must follow all other guidelines as set forth in this policy.
- It is important to remember that campus technology is comprised of shared resources, and it is imperative these resources not be compromised. Your activities must never:
 - Interfere with other users’ education or productivity
 - Be offensive to others
 - Include personal for-profit marketing endeavors
 - Consist of behaviors or actions that are illegal
- Also, any attempt to “hack” into any College system, user account, or technology is strictly prohibited
- Use your storage space on the network server to back up important data. Please delete items that you no longer need.
- Do not overload the network with excessive data, especially large or numerous downloads, file sharing, and online gaming.
- Do not share your password with anyone, nor allow others to use your account. You are ultimately responsible and liable for any activity conducted under your username.
- Connecting personally owned computers or network devices (switches, wireless access points, routers, etc) to the campus network is strictly prohibited. Allowing such equipment to connect to our network has proven to require additional (and costly) technical oversight and it poses significant security risks to the campus network; thus, potentially affecting all users.

TECHNOLOGY AND ELECTRONIC INFORMATION *ACCEPTABLE USE POLICY*

Computer Use

- Users should have no expectation of privacy while using equipment and resources owned by St. Louis College of Pharmacy.
- St. Louis College of Pharmacy reserves the right to intercept, monitor, and/or disclose electronic communications in order to uphold policies, comply with laws, resolve technical issues, and protect the rights of students, staff, and faculty.

E-mail & Internet

- Your College email account is the official method of communication for the campus. Please check it regularly, and discard any items that you no longer need.
- Do not use e-mail to spam, intimidate, harass, or otherwise disturb others.
- St. Louis College of Pharmacy does not guarantee the privacy and security of e-mail.
- Accessing, downloading, uploading, viewing, receiving, saving, or sending material that is sexually explicit, vulgar, pornographic, sexist, racist, threatening, violent, defamatory, or illegal is absolutely prohibited.
- Abide by all copyright laws when downloading, viewing, using, or sharing any material. Plagiarism and copyright infringement are serious crimes with serious consequences.

Student Organizational Web Pages

- Student Organizational Web Pages must be deemed “in good taste” and must follow the general guidelines of all other sections of this policy, as well as those set forth in the Student Handbook and the Student Code.
- Student Organizational Web Pages may not be used for commercial advertising.

Summary

Each user shall conduct themselves with morality, fairness, and respect. Engaging in any activity that violates the policies outlined in this document can lead to loss of use and access privileges, as well as other disciplinary procedures within the scope of the St. Louis College of Pharmacy’s policies, including dismissal from the College. Please refer to the *Student Handbook*, as well the St. Louis College of Pharmacy *Student Code* for detailed conduct and disciplinary guidelines. In addition to the College’s policies, there are an increasing number of federal, state, and local regulations governing the use of electronic resources that allow criminal charges to be filed if applicable.

TECHNOLOGY AND ELECTRONIC INFORMATION *ACCEPTABLE USE POLICY*

Agreement

I have read, understand, and agree to abide by the regulations set forth in the St. Louis College of Pharmacy's *Technology and Electronic Information Acceptable Use Policy* for Students.

Date: _____

Name: _____ Student ID: _____

Signature: _____