Coe College
Acceptable Use Policy

This document outlines the policies regarding use of computing resources at Coe College.

User Responsibilities
- Only files to be used for academic, administrative or approved research purposes shall be stored on college owned computers or servers.
- Electronic mail will not be used to send abusive, obscene, or otherwise harassing communications in accordance with the Campus Civility Statement (Located in the College and Employment Policies Handbook and in the College Policies and Student Handbook)
- Computer and network facilities are provided as a shared resource for all users. No user shall use college computing and network resources in such a way as to interfere with the ability of others to use them.
- Respect Intellectual Property: The use of campus computer resources to share or distribute copyrighted material to others without the permission of the copyright holder is prohibited. This includes, but is not limited to, using peer-to-peer applications to share these files. The burden of proof of ownership or obtaining permission from the copyright owner is upon the account holder. Upon receiving proper notification, as defined by the Digital Millennium Copyright Act, of a potential infringing activity, we will where possible remove or block access to the material in question. Security of the computer systems is in place to ensure resource availability to all users. No user will seek to penetrate the security of any campus communications network or computer system.
- Users are not permitted to attach wireless broadcasting devices (ex: wireless access point) to the college network.
- Students and faculty are expected to keep an active Coe College (coe.edu) email account and to keep in mind that the administration, faculty, and various offices at the college will send both official and unofficial communications to them by email.
- A user's account is the responsibility of the user.
- Sharing passwords is prohibited.
- Software will not be copied or used illegally.
- Users are not permitted to access the accounts of other users.
- No technology resources will be used for an unsanctioned commercial purpose.

Privacy
- Users should be aware that the privacy of computer use is not and cannot be guaranteed. Although the college does not routinely examine the content of user files on college-owned or college-controlled computer systems, it does reserve the right to do so. Users should also understand that the college routinely copies many files on many college-owned and college-controlled computer systems for back-up purposes. These copies are retained for some time, and while the college does not routinely do so, it reserves the right to examine the content of these copied files. The college takes steps to protect the data residing on the computers that it owns or controls from unauthorized access. Users should understand that the efficacy of these steps is not and cannot be guaranteed.
- Many software systems are designed to collect usage information and to log user

activity. The college routinely aggregates the data stored in these logs for analytical purposes. In general, the college makes no attempt to extract from the logs data regarding the activity of individual users. The college does, however, reserve the right to do so.

Policy Enforcement
- All users of the college's computing facilities are responsible for understanding the principles set forth above. Alleged violations of the acceptable use policy will be investigated. Users found to have violated any provision of the policy will be subject to disciplinary action. Such action could include, but may not be limited to, loss of access to college technology resources and/or other college/legal actions.

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