

**Policy Number:** 06.001

**Policy Title:** Responsible Use Policy

**Policy Type:** ITAMS Policy

**Governing Body:** Senior Leadership Team

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## **Responsible Use Policy**

Responsible use of College technology includes many rules designed to protect both individual users and the College as a whole from the dangers of technology. Specific rules discussed below are divided into three categories. The categories are followed by an outline of the sanctions for violation of copyright law. Any violation of these rules may be eligible for receiving the most severe disciplinary action possible.

### Responsible use of College-provided equipment and systems

*This covers College-provided computers and peripherals, such as those used in classrooms, the library, or public labs; other College-provided equipment such as printers/copiers, faxes, telephones; and College-provided systems, such as our e-mail system and other Google Apps, Access, Canvas, and any other College-administered accounts, even when accessed from private devices and networks.*

- Account passwords are never to be shared. Do not give your password to anyone else, including any other member of the College community. As the Office of ITAMS will never ask for your password, be wary of “phishing” e-mails and other attempts by criminals to gain access to your Antioch accounts by impersonating Antioch administrators.
- Under no circumstances are you permitted to log in, or attempt to log in through legitimate or illegitimate means, to another Antioch community member’s account, nor are you permitted to knowingly allow another person to access your Antioch account through any such means.
- You may not impersonate any other member of the Antioch community in online systems (such as by, for example, attempting to send e-mails that appear as though they originate from another user’s e-mail account, or by taking an online quiz on another student’s behalf) and must immediately report any known attempt by one party to impersonate another using campus technology.
- You may not use College systems to propagate any information that is inappropriate, illegal, libelous, etc. (For example, you may not sending out spam via a campus e-mail address.)
- You are expected to maintain strong passwords for all campus technology. At minimum, a strong password should be no fewer than 8 characters (ideally more); will use a combination of uppercase and lowercase letters, numbers, and permitted symbols; will not contain a word found in the dictionary; and will be updated frequently. Most College systems will enforce some of these minimum guidelines and may indicate the strength of your password.

- You should avoid logging onto College systems and accounts from any untrusted network or (especially) an untrusted computer.

#### Responsible use of technology connected to the campus network

*This covers all technology, whether College- or student-owned, that is connected to any network operated by Antioch College or that creates a network with any College-owned or -operated device.*

- Your network bandwidth will be controlled in order to preserve network stability and guarantee fair use for all users. Any attempt to circumvent these controls is considered a violation.
- You may not run any software (such as “bots,” malware, viruses, etc.) that uses the network for an illegitimate end, such as attempting to self-propagate, attempting to access other users’ data, attempting to transmit undue volumes of data, sniffing network traffic, etc. Any user that discovers that their computer has been infected by such software must immediately report to the Office of ITAMS before the device can be returned to the network.
- You may not share your Internet connection (such as by creating network bridges between devices) or in any way attempt to alter the network topology. You may not run software, such as distributed computing software, that may generate undue network traffic.
- You may not use peer-to-peer (“P2P”) software to upload/download/share files, as this may lead to violation of copyright. You must request and be approved for any use of P2P software for legitimate purposes by the Office of ITAMS before use begins.
- You may not use proxies or any related technique to obscure attempts to violate any of the above rules.

#### Responsible use of any and all technology by Antioch Community Members

*This covers any and all technologies used on- or off-campus by Antioch students, staff and faculty, including everything in the above two categories.*

- All technologies used by Antioch students, staff or faculty whether on- or off-campus, extending to all private devices, networks, etc., should follow the Honor Code. This extends to your use of social media websites, multiplayer video gaming, online forums, video websites, and more, and extends across the above categories as well. The role of technology is immaterial in evaluating Honor Code violations.
- You are strongly encouraged to contact the Office of ITAMS through the Office of Community Life (students), or through the Office of Human Resources (staff or faculty) if you have any questions about whether a possible action may constitute a violation of any of these policies.

## Sanctions for Copyright Infringement

The use of Antioch College's resources for illegal downloading or distribution of copyrighted materials is prohibited, and violators of this policy are subject to disciplinary action, up to expulsion or termination from the College. Student violations of this policy are addressed by the Office of Community Life, and employee violations are addressed by the Office of Human Resources.

In addition, downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner is against the law. **Each user is responsible for their own compliance with the law. The use of the Antioch College network does not protect users from potential civil or criminal penalties.** Illegal downloading or distribution of copyrighted materials can result in the user being prosecuted in criminal court and/or being sued for damages in civil court (see following section).

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws (from the U.S. Dept. of Education)**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).