

# Marymount Manhattan College

## Computer Network Policy

**All those receiving network connections and utilizing the resources of the Marymount Manhattan College Computer Network must read and agree to the following policies and guidelines. Registration for connection is an agreement to abide by all MMC network usage policies.**

Due to the recent popularity of internet downloading, it has become necessary to place restrictions on the college's network to assure that all activity remains in the legal parameters of New York State.

Please take a few minutes to read the official guidelines for network usage. Each student is expected to use the network responsibly. Please note that violations of specified regulations will be reported to the appropriate campus office or judicial body. Disciplinary actions can vary from revoking e-mail/login accounts and/or permanent disconnection from the campus network depending on the severity of the incident. The Information Technology Office also reserves the right to disconnect, without warning, any computer which poses a security or performance risk to the campus network. The connection may be later restored once the risk is eliminated.

### Network Guidelines

Marymount Manhattan College's network is for the use of MMC students, faculty, and staff, and is to be used for the academic, educational, and research purposes of the college.

**All traffic on the network must adhere to these guidelines:**

1. Adherence to the network's purpose
2. Does not interfere with the work of other users of the network
3. Avoids wasting campus resources
4. Complies with state and federal laws and college policy

College-owned computers and network use are guided by the same principles as other campus activities and are subject to the same disciplinary measures. The following are examples of activities that would violate one or more of the four guidelines.

#### 1) Adherence to the network's purpose

- Using the college's network for money-making activities is prohibited
- Selling access to Marymount Manhattan College's network is a violation of terms of agreement. Advertising a commercial business or supporting a personal business interest is not allowed.

Personal Responsibility:

You are responsible for activities originating from your network connection. Please remain aware of visitors or friends' activity on your personal connection.

Hardware Tampering:

Please do not tamper with any network cabling or routing devices beyond the wall plate in your room. Any problems with these devices or cabling should be reported to the Information Technology Office.

2) Does not interfere with the work of other users of the network

Hacking:

It is not acceptable to attempt to discover or obtain user accounts and passwords on any system.

Personal Accounts/IP Numbers: Personal accounts and IP numbers for Ethernet attached computers are issued to individuals according to need by the Information Technology Office. These accounts and associated passwords are for use by that individual only. Account names and IP numbers should not be shared as any violation of policies will be traced by account name or IP number. If an individual suspects her password has been compromised, it is that student's responsibility to report it to the Information Technology Office as soon as possible.

Disruption: You may not possess or use any software or hardware designed to disrupt the security of the campus network and any devices attached to the network. Likewise, you may not engage in any activities designed to spy on the network traffic of other users.

Tampering: Tampering with network electronics, interfering with a logged-on user, or attempting to alter network servers may affect other users or interfere with their productivity. All such activities are prohibited.

File Serving and Multi-User Systems: Certain operating systems allow you to configure your computer as a file server or a multi-user system. If you choose to run such an operating system or to enable these features, you are responsible for the correct configuration and security of your computer. Here are a few basic guidelines:

- You must choose a name that is not misleading. For example, do not name your server "President's Office" unless authorized by that particular office. If in doubt, contact Information Technology for advice.
- You may not represent your system as an official, college-provided server.
- You are responsible for the security of your system. If you misconfigure the system, others may be able to affect and alter your computer. There is

also the risk of your system being used to harm other computers on the campus network, or, in some cases the internet. If your multi-user system is suspected of having a security problem, it will be immediately disconnected from the network.

- You are responsible for the content of files that you distribute. For example, current laws permit you to be sued for libel, invasion of privacy, software piracy, pornography, and other such crimes. Similarly, you will not use file service to support or encourage plagiarism, cheating, or other violations of campus ethics.
- If you choose to give login accounts on your personal computer to others, you are responsible for the security of those accounts. Furthermore, you may only give accounts to MMC students or employees. No one outside of the MMC community is permitted to use the college's network, including access through personally owned machines.

### 3) Avoids wasting campus resources

Network Congestion: Certain activities are prohibited due to the fact they have the potential of interfering with the response time of other users. For example, "chain letters", mass mailings or the repeated transfer of large files which cause congestion of the network are unacceptable uses of your account. This type of mail includes any message which is sent repeatedly or to large numbers of people solely for purposes of reproducing the message.

Excessive Printing:

You cannot use the college's printing facilities for output that is not related to the college's mission. For example, it is not acceptable to print fliers for outside agencies, a home business, or commercial word processing on the college's printers.

Altering Shared Computers:

It is not acceptable to alter, disable or remove any software which resides on a machine in the public computing areas or is accessible via MMC's network resources.

### 4) Complies with state and federal laws

Software Piracy:

You may not use the networks to engage in software piracy or copyright infringements. Users of the Marymount Manhattan College network may not "share" software over the network for which they do not have the license to "share." A single-copy software license is not a license to "share" software.

Racial and Sexual Harassment:

Marymount Manhattan College has explicit policies against harassment.

All incidents will be dealt with according to established procedures.

Messages which harass an individual or group are strictly prohibited.