



Policy Owner:	Information Technology Department
Applicability:	University Faculty, Staff, Students and other members of the University community
Revision Date:	September 15, 2023

Computer and Network Use Policy

Policy Statement:

Salve Regina University is dedicated to the mission of “seeking wisdom, promoting universal justice and through teaching, research and community service to work for a world that is harmonious, just and merciful.” In support of this mission, the university provides access to information technology resources (including computer networks and computer equipment) to its faculty, student, staff and other members of the University community. The Computer and Network Use Policy (Policy) contains the University’s philosophy and requirements governing faculty, students, staff and other members of the community in their use of the University’s information technology resources.

General Principles:

The information technology resources are to be used exclusively to further the mission of the University. All members of the university community have the obligation to use these resources in a manner consistent with this goal.

The University’s information technology resource is a finite, shared resource of its community worthy of respect. As such, the University expects each member of the community to use these resources responsibly, ethically and to comply with the Policy, relevant laws and contractual obligations to other parties. The use of these resources is a privilege. If a member of the community fails to comply with the Policy or relevant laws or contractual obligations, that member’s privilege may be revoked.

Members of the University community should seriously bear in mind that their use of the University’s resources contributes to the perception that the public at large has of the University. In addition, each time a member of the University community uses these resources (such as sending e-mail) in relation to non-University persons or entities that member is identified as belonging to the University community. As such, everyone should use these resources consistent with the freedom of expression but without compromising the integrity and the well-being of the University.

Computer Account and Revocation Procedures:

All members of the University community are provided with a network username and password upon their enrollment in a course or the start of their employment. Access to the University’s network system may be revoked temporarily or permanently if one’s information technology related behavior or use of one’s network account falls within one or more of the following circumstances:

- Involvement in violation of federal or state law or criminal activity
- Behavior that constitutes a violation of a University policy or code, including this Policy;
- The use of the Internet or the University’s computer network and associated resources for one’s own commercial gain, or for commercial purposes not officially sanctioned by the University.

Your use of your account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this Policy.

Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged and supported at the University. While the University rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to use of, the University's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law.

Privacy:

Members of the University community are entitled to privacy in their use of information resources. Each user number, log-in name, account name, or any other username and associated password belongs to an individual or a department. No one should use a user number, log-in name, any username or account name and password without explicit permission from the owner. No one should use aliases, nicknames, pointers, or other electronic means to attempt to impersonate, redirect, or confuse those who use the information resources. Each member of the University community shall accept the burden for the responsible use and dissemination of his or her user number, log-in name, username and account name and password and is further responsible for any authorized use of one's account. The University, to fulfill its responsibility to the academic community, reserves the right to monitor periodically the activities on its network system. Further, the University may be subject to subpoena or other lawfully mandated legal process related to unlawful use or other violations which will subject the entire network or individual accounts to outside monitoring.

Intellectual Property:

The University expects all members of its community to respect the property of others and to be aware of how intellectual laws, regulations and policies that apply to the electronic environment. In this regard, all personnel should be familiar with the University's copyright policy, the Faculty Manual and the Student's Handbook. No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft. Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

Plagiarism:

Plagiarism basically occurs when a person uses someone else's creative work but fails to give that person credit. It also occurs even when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations. It even occurs when a person uses words so close to those in the source, that if the person placed his/her work next to the source, you would see that it could not have been written without the source 'at the elbow.' "Plagiarism constitutes intellectual theft [emphasis added]. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense. Nevertheless, plagiarism often

carries severe penalties, ranging from failure in a course to expulsion from school” (Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th ed. [New York: The Modern Language Association of America, 1999]: 30).

Given the increasingly widespread use in academia of computer technology and online sources of information, ‘plagiarism and the Web’ assumes a particularly important moment today. Where plagiarism and the Web runs anywhere from unreferenced electronic sources through e-commerce companies that prepare student papers (even in their own style!) to other companies which can scan papers for possible plagiarism, the task of cultivating *ethical scholars* faces serious challenges. In this respect, every person should consult those sources that devote particular attention to the method of properly referencing electronic sources. In this regard, two sources are currently in widespread use: Kate L. Turabian, *A Manual ...*, 158-64 and especially Joseph Gibaldi, *MLA Handbook ...*, 158-201.

By adopting this Policy the University recognizes that all its faculty, students, staff and other members of the University community are bound not only by the Policy but also by local state and federal laws related to electronic media, copyrights, privacy and security. Each member of the University community is expected to be familiar with the foregoing laws.