



PONTIFICAL COLLEGE  
JOSEPHINUM

**Policy on the Use of Computers and Networks**

- 1 The following specific principles of the Pontifical College Josephinum computer and network systems are applicable to all Josephinum students, faculty, staff, and contract employees.
- 2 For the purposes of this document it shall be understood that the term COMPUTER is defined as any personal, public, or privately owned network-connected appliance or communications device that utilizes or transmits data over Josephinum-owned networks or from the geographical property boundaries of the Pontifical College Josephinum. NETWORK refers to the Josephinum communications technology system which connects computing devices to a common server(s) to share programs, files, and other information.
- 3 Josephinum computers, networks, email and any associated software are for the exclusive use of students, seminarians and employees associated with the Institution and for any guests to whom the Administration of the Josephinum permits access for a specific purpose. Note: The term "guests" includes former students/seminarians who make use of Populi to access their student records.
- 4 All computers are used only as permitted by the Josephinum in accordance with seminary policies and procedures designed to further educational objectives and official business activities. Illegal or unethical use which violates those policies will not be tolerated. Josephinum networks are public networks, and the Pontifical College Josephinum Information Technology Department reserves the right to monitor remotely, or in person, any/all network related activity. The Information Technology Department also reserves the right to remove any programs not authorized by the I.T. Department from any Josephinum owned computers. Acceptable use of the Josephinum's computing and networking resources includes usage for official seminary business-related activities, academic, educational or professional purposes which are directly related to official Josephinum business and in support of the Josephinum's mission.
- 5 Illegal or unethical computer use will not be tolerated and is subject to legal/disciplinary action. This includes but is not limited to: (1) any attempt to breach system security, propagate viruses, damage files or otherwise disrupt services; (2) unauthorized copying and sending of software; (3) disregard of copyright and proprietary restrictions; (4) misrepresentation or use of another's work; (5) utilizing material or communication which constitutes sexual harassment, obscenity, child or other pornography, creates a hostile or intimidating environment, or any activity that harasses or defames another member of the faculty, student body, or staff; (6) intentionally hindering others' ability to utilize any networks accessed from the Josephinum; (7) utilizing Josephinum networks to pass to others or obtain answers to test questions, except when authorized by the class instructor; and (8) unauthorized use of the

name or logo(s) or graphical representation of the Josephinum without the express permission of the Director of Communications.

- 6 Computer users must respect the procedures established to maintain and manage the use of the systems and are prohibited from installing unapproved or unregistered software or hardware, such as on Josephinum-owned computers.
- 7 Computer users must respect the privacy of others. No network user shall intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to another person.
- 8 Computer users must keep their passwords confidential, use only their own accounts, and identify themselves accurately when online.
- 9 Computer users may not use computing resources for commercial venture, personal profit, political purposes, or any activities or communication that may be construed as in opposition to the authority of the Magisterium or official teachings of the Catholic Church.
- 10 To ensure fair access for all, computer users must respect Josephinum limitations on computer use such as time limits, bandwidth, storage space or amount of resources consumed. A user is prohibited from wasting computer resources: placing a program in an endless loop, printing excessive amounts of paper, or any activity that consumes large amounts of bandwidth.
- 11 Staff members are prohibited from using seminary computers or networks for maintaining or updating information on social media sites such as Facebook and LinkedIn for other than official Josephinum-related business.
- 12 Staff members are prohibited from using seminary computers to watch movies and other videos that are not related to official Josephinum business.
- 13 Users of the Josephinum's Computer Network for electronic mail purposes should have no expectation of privacy. The Josephinum reserves the right to access or interrupt e-mail communications or transmissions for routine system maintenance, technical problems, criminal investigations, or in response to, and in compliance with, a request made under the state or federal laws.
- 14 With the Josephinum Intranet and external web site, it is possible that personal and commercial web pages are linked to it. It is understood that the Josephinum is neither responsible, nor maintains control over any pages linked to its web site.
- 15 Josephinum network users agree to waive any claim and release Pontifical College Josephinum, its employees and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of their use of Josephinum network(s), including but not limited to: loss of data, equipment failure or consequences resulting from the preceding.

- 16 Access points, routers, switches, networkable video game systems, Apple Airport Time Capsules, cellular hotspots, or any other wireless device that broadcasts a WIFI signal will be prohibited from use on campus.
- 17 Smart phones with the capability to act as hotspots may be used on campus but the hotspot feature may not be used.
- 18 Unauthorized use of accounts and any other complaints should be reported to the Director of Information Technology.
- 19 The use of any networked devices not already mentioned in this document must be authorized by the Director of I.T.
- 20 The following policy statements apply specifically to seminarians:
  - 21 All seminarian-owned printers must be set up to print via USB. WIFI enabled printers must have the WIFI portion of the printer turned off. The I.T. Department can help students who do not know how to turn off the WIFI portion of their printers.
  - 22 Seminarians may stream media from their computers, tablets, and phones. Smart TVs, Roku's, Apple TVs and other video streaming devices may not be used on our Network unless approved by the Director of I.T.
  - 23 Seminarians must comply with all other rules and restrictions as required by the Dean of Community Life, or as found in the Rule of Life and other official publications governing seminary life. Where such rules or restrictions appear in opposition to this Policy, the Dean will arbitrate any differences.

#### **VIOLATIONS**

- 24 Violations of this policy may result in disciplinary action, up to and including dismissal, as well as civil liability and/or criminal prosecution. Unacceptable uses may also constitute a violation of the Electronic Communications Privacy Act of 1986, Family Educational Rights and Privacy Act of 1974, Ohio Wiretap and/or Privacy Laws, defamation, copyright and/or trademark infringement laws and state or federal sexual harassment or discrimination laws.

*The undersigned person warrants that he/she has read and understood this Policy on the Use of Computers and Networks and agrees to abide by the provisions of this document.*

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

