



## School of Public Health

### Electronic Communications

#### Acceptable Use Policy

2017-2018

##### Introduction

The LSUHSC School of Public Health recognizes that open access to technology in school provides students, faculty and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to supporting 21st-century technology and communication skills.

To that end, we provide access to communication technologies for student, faculty and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the LSUHSC campus. Please note that you must also follow Chancellor's Memorandum [CM-42](#) -Information Technology (IT) Infrastructure as well.

- The network is intended for educational and work purposes.
- All activity over the LSUHSC network or using LSUHSC School of Public Health technologies may be monitored and retained as stated in [CM-42](#) regarding *No Expectation of Privacy*.
- Access to online content via the LSUHSC network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of LSUHSC School of Public Health resources can result in disciplinary action as outlined by the [Student Handbook](#) regarding *Student Misconduct* or by [CM-42](#) regarding *Enforcement of Policy*.
- We make reasonable efforts to ensure student, faculty and staff safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff and the School of Public Health Office of the Dean immediately of any concerns for safety or security.

##### Technologies Covered

The LSUHSC School of Public Health may provide Internet access, desktop computers, mobile computers or other mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, the LSUHSC School of Public Health will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided by the LSUHSC School of Public Health are intended for educational and work purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; you should not attempt to get around technological protection measures; use good common sense; and ask if you don't know.

### **Web Access**

The LSUHSC School of Public Health provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert a School of Public Health IT staff member or submit the site for review as outlined by LSUHSC Computer Services in its [LSUHSC-NO EIS 100](#) policies.

### **Email**

The LSUHSC School of Public Health provides students, faculty and staff with email accounts for the purpose of school-related or work-related communication. Availability and use may be restricted based on school policies.

When users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the LSUHSC and LSUHSC School of Public Health policy as outlined in [CM-42](#) and [LSUHSC-NO Confidentiality and Security Statement](#).

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social / Web / Collaborative Content**

Recognizing that collaboration is essential to education, research and service the LSUHSC School of Public Health may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

The LSUHSC School of Public Health may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network as outlined by [CM-42](#) and LSUHSC Computer Services in its [LSUHSC-NO EIS 100](#) policies.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of LSUHSC School of Public Health -issued mobile devices, including use of the LSUHSC network, may be monitored.

### **Personally-Owned Devices**

Students may use personally-owned devices (including laptops, tablets, smartphones, and cell phones) at any time during school hours—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. A separate network is provided for personally-owned devices and all policies apply to these devices once connected to LSUHSC network.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the LSUHSC network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run .exe programs over the LSUHSC network or onto School of Public Health resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational or work purposes.

### **Netiquette**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleagues or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- Plagiarism will result in disciplinary action as outlined by the [Student Handbook](#) regarding *Student Academic Misconduct*.

### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of the School of Public Health administration or the Office of the Dean immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should not agree to meet someone they meet online in real life without being accompanied by another trusted person.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Intentionally unkind comments will not be tolerated. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges as outlined by [CM-44](#) regarding Violence in the Workplace and [CM-49](#) regarding Sexual Harassment. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- Use LSUHSC technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat LSUHSC resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use LSUHSC technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of LSUHSC technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of LSUHSC resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

#### **Examples of Unacceptable Use**

I will not:

- Use LSUHSC technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others— faculty, staff or students.
- Try to find ways to circumvent the LSUHSC’s safety measures and filtering tools.
- Use LSUHSC technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use LSUHSC technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

#### **Limitation of Liability**

The School of Public Health will not be responsible for damage or harm to persons, files, data, or hardware. While the LSUHSC and LSUHSC School of Public Health employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The LSUHSC School of Public Health will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Disciplinary actions outlined by the [Student Handbook](#) regarding *Student Academic Misconduct* or by [CM-42](#) regarding *Enforcement of Policy*
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

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(Student Printed Name)

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(Student Signature)

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(Date)