Policy Title: Computer Policy

Policy & Procedure Statement:
Idaho College of Osteopathic Medicine, hereinafter referred to as ICOM, maintains a private network with connectivity to the Internet, a public or global network. ICOM exercises no control over the content of the Internet and therefore will maintain appropriate precautions to prevent unauthorized transmissions into ICOM’s private network. Those with valid ICOM network service accounts, hereinafter referred to as users, are expected to abide by all current and future policies and guidelines deemed necessary and prudent. These guidelines will be made publicly accessible, either through printed or electronic media.

- Preserve the utility and flexibility of the system
- Protect the privacy and work of students, faculty, and staff
- Preserve the right of ICOM to access global networks in order to facilitate the goals of ICOM educational system
- Network Connectivity Users requiring network connectivity will request such from authorized Computing Services personnel.
- Personal computer systems (desktop systems owned by ICOM) will be reviewed and audited before such network connectivity is granted
- Only systems with compliant hardware and software will be granted connectivity.
- Hardware and Software in development stages (known commonly as alpha or Beta versions) may not be used without written notification to Computing Services Department and subsequent approval
Upon request of the Computing Services personnel, hardware and software believed to be causing problems must be removed. Contact Computing Services personnel for further clarification.

General Usage Policy

Faculty, staff, students and others with ICOM authorized accounts may use the available computing facilities, including transmissions of data for scholarly purposes, official ICOM business, and for personal purposes so long as such use:

- Does not violate any law or ICOM policy
- Does not involve significant use of ICOM resources, direct costs, or substantial interference with the performance of ICOM duties work
- Does not result in commercial gain or private profit.
- Does not bring discredit to ICOM establishment

All users are expected to preserve the integrity of ICOM network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the users’ responsibility to report any unauthorized use and protect their accounts from such use by changing their passwords. Owners of an account are responsible for actions that occur from that account. Any attempt to circumvent system security, guess others’ passwords, or in any manner gain unauthorized access to ICOM or Internet resources is prohibited.

Transferring copyrighted materials to or from any system or via ICOM network without express consent of the owner may be a violation of Federal Law and is a felony under State Law. Such violations will be subject to case-by-case review and may result in censure, removal of network access, or reported to pertinent authorities.

Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is prohibited.

Connection Privilege Agreement

The Internet connection is provided as a privilege, not a right. It is your responsibility to adhere to all ICOM policies. The network facilities are for the use of Idaho College of Osteopathic Medicine students, faculty or staff, and are only for educational, academic, research and business purposes of ICOM. Idaho College of Osteopathic Medicine reserves the right to alter access, availability of access, and the terms of this agreement at any time for any reason.
When you are provided an email account and Internet access, as an employee you agree:

- I may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, I understand that I may not engage in any activities designed to interrupt or intercept the network traffic of other users.
- I may not use ICOM resources to support personal business interest.
- I may not sell or provide access to Idaho College of Osteopathic Medicine networks to outside sources.
- I will respect the priority of academic use of the network.
- I will not use my connection to engage in software piracy, copyright infringement, e-mail abuse, other illegal activities, or profit ventures. Law enforcement officials may investigate any known abuse.
- I may not activate any type of shared file service or access to my personal computer by anyone other than myself.
- I am personally responsible for any activities originating from my PC or network connection.
- I am responsible for my personal computer’s hardware and software.

Idaho College of Osteopathic Medicine assumes no liability for data loss or equipment damage pursuant to my use of the data port. Precautions for natural disasters are my responsibility.

The use of ICOM information resources on campus are governed by the policies and regulations as outlined in this document, and those regarding student conduct found in the Student Handbook. Violations of these regulations will be reported to the appropriate dean and or department, with appropriate disciplinary action to be taken.

If you have a reason to believe another user(s) or group(s) of users is interfering with access to the network, report the problem to the Director of Information Technology. Idaho College of Osteopathic Medicine administrators will investigate and, if necessary, take corrective action.

Idaho College of Osteopathic Medicine reserves the right to monitor traffic through my data connection for the purpose of checking compliance with this agreement.

Approved by:  

[Signature]

CAO/Dean  8/20/19

Date