Office of Information Services - Acceptable Use Policy

Created: October 2001; Updated: April 2006

Computing facilities at the Goizueta Business School of Emory University and Emory University (the University) are essential and indispensable tools for education, research and administration. Use of computing facilities at or through the Goizueta Business School is subject to this policy; all relevant Emory University policies; and all relevant federal, state and local laws, rules and regulations. In the event of a conflict between the Goizueta Business School policy and the University policy, the more restrictive policy shall apply.

The Goizueta Business School community is expected to use technology in a legal, ethical, mature and responsible manner. This document sets forth policies for the appropriate use of technology. Violation of this policy may result in the suspension of access privileges to the information technology involved, initiation of University disciplinary procedures or, in extreme cases, criminal prosecution under federal or state law. Please refer any questions about this policy to the Chief Information Office of the Goizueta Business School.

Account Use

- Access to an individual's account is restricted by password. Each account owner controls the password. Users may not attempt to circumvent passwords and protection schemes or attempt to break encryption protocols. Users are responsible for all usage of their account.

- Special student assistant accounts are provided when requested by a department head, a professor, or a staff member. The department head, professor, or staff member is responsible for the use and security of this account.

- FirstClass® conferences are provided to Goizueta Business School student clubs that are recognized by the Student Affairs office. The elected President of the club, as identified by the Senior Associate Dean, is responsible for the appropriate use of the conference.

- Users are responsible for downloading and maintaining the most current virus protection program offered by Information Services and for scanning all files and diskettes received from outside the Goizueta Business School.

Anonymous Use

- Anonymous use is not allowed on the Goizueta Business School's network and/or the University's campus-wide network.

- As a courtesy, guest network accounts are provided for alumni use in the Goizueta Business School Information Center. Alumni users are required to identify themselves before being allowed to use the guest network account. Usage of the guest network account is restricted to the creation, editing and printing of personal résumés and cover letters and internet access (if not used for monetary gain).

System Management

- The computing systems of the Goizueta Business School are owned by Emory University.

- Use of Emory University and Goizueta Business School computer facilities and systems is a privilege. Emory University reserves the right to limit, restrict or eliminate any user's privileges at any time. Emory University reserves the right to inspect, copy, remove or otherwise alter any computerized information or resources (including electronic
mail), which it deems necessary. The Goizueta Business School system manager will not enter an account for any reason without the user's permission, (including messages accidentally sent to a user or by a user) except as requested by an appropriate Emory University official, or where there is reasonable cause to believe (i) that there is a threat to personal safety, (ii) that the information or resources on that account may undermine the authorized use of the account or other information technology or (iii) that such entry is necessary or desirable to protect against unauthorized or inappropriate use.

• Requests to increase account file space for faculty and staff will be granted if system requirements permit.

• Backups are generated on a regular basis for particular services. Backups are only kept for a limited amount of time. Recovery of backed up data is not guaranteed. End users are ultimately responsible for the backup and restoration of the data located on their University owned PC's.

Unrelated Use

• The computer system is to be used only for school and educational activities. The computer system, including electronic mail, cannot be used for (i) advertising not related to official University business; (ii) commercial or pecuniary gain; (iii) political or religious activism, whether direct or indirect; or (iv) conducting business with non-University organizations.

Electronic Mail & Files

• Electronic mail (e-mail) that does not correctly identify the sender is prohibited.

• Messages that slander, libel or blatantly offend another person are prohibited.

• Monitoring the communications of others without their permission is prohibited. Likewise, no one may read, copy, change, execute, or delete another user's information without that user's permission.

• By default, e-mail messages over 180 days old will be automatically deleted from the user's personal mailbox without warning or prior notice unless this setting is changed by the user. By default, conference messages will be automatically deleted from the conference after 180 days.

• Users should not send messages to a large number of recipients when the message is not appropriate for many recipients (i.e., "I've lost my keys."). Messages needing to reach large numbers of individuals should be sent to the appropriate conference rather than to individual users.

• Random mailings ("junk mail") and pyramid mailings ("chain letters") are prohibited.

• Backups of electronic mail are used for system-wide restoration in the event of a catastrophic system disaster. Individual mailboxes cannot be restored.

• Electronic mail received from outside of the Goizueta Business School is automatically scanned for recognized viruses prior to delivery. If a virus is detected, the would-be recipient is informed by an automated e-mail response. The infected message or attachment is automatically deleted. There is no guarantee that all viruses will be detected.

Account Retention

• Students enrolled in a degree program at Goizueta will retain their Goizueta e-mail and network accounts as long as they are matriculated at Goizueta.

• Students not enrolled in a degree program, but are taking business courses at Goizueta will receive a Goizueta e-mail and network account but will only be allowed to retain those accounts during the semesters that they are taking courses here. If such students do not take courses here one semester (not including Summer semester), their accounts will be deleted that semester without advanced notification. Once re-enrolled here, new accounts will be created. We advise such students that they should NOT use their Goizueta e-mail account as a permanent e-mail account.
Goizueta alumni network (GBSNet) accounts will be deleted approximately 2 1/2 months after graduation. Goizueta alumni e-mail accounts can be retained as long as the user physically logs in (forwarding does not count) at least once per quarter during each calendar year. If the user does not adhere to this policy, their e-mail account is subject to be deleted without advanced notification. Once deleted, it cannot be restored and will not be re-created. Please refer to www.goizueta.emory.edu/alumni/lifelong_email.html for more details.

Proprietary Rights

- The backup, copy, transmission and/or transfer of any copyrighted or protected software, without appropriate permission, is in violation of U.S. copyright laws. The Goizueta Business School strictly prohibits the use of its facilities for the creation or use of illegal copies of software.

- Users may not reproduce or otherwise use any copyrighted materials in violation of state or federal laws without appropriate consent. Users are solely responsible for obtaining any consent necessary to use copyrighted materials.

- Users are responsible for ensuring their compliance with the relevant terms of any information technology license or other agreement.

Restricted Software and Hardware

- Users should not knowingly possess, run, or install any system or knowingly give information which could result in the violation of any University policy.

Integrity and Privacy

- Emory University does not guarantee the security, the confidentiality or the integrity of a user's computer information. Users suspecting that the integrity of the system has been violated should not use the system. They should report the situation to an Information Services staff member.

Compliance with External System Rules

- Users are ethically bound to comply with the rules, regulations, and appropriate use-statements of any external electronic systems.

- Users should carefully consider anything sent outside the University. It reflects on the whole University. In particular, anything sent to destinations outside the U.S. must satisfy the Department of Commerce rules (Section 779 of the Export Administration Regulations) for international transmission of information.

- Storing and/or giving access to information that could result in legal action against the University or for any illegal activity is prohibited. Anyone using campus computers should be familiar with the Georgia Computer Systems Protection Act (Ga. L. 1991).

Shared Responsibility

- All students, faculty and staff share responsibility to ensure that technology is used in a legal, appropriate and ethical manner. Please notify an Information Services staff member of any suspected violation of the Goizueta Business School Technology Use Policy.

Conditions of Use

Definitions and expectations are consistent with Emory University Academic and Administrative Technology IT Policies and Standards. These can be found on the it.emory.edu website http://it.emory.edu/showdoc.cfm?docid=1650&fr=1032