

Bard College Computing Policies

The following documentation is included in Bard College's Computing Policies:

Webpage Disclaimer

Appropriate Use Guidelines

Personal Webpage Guidelines

HCRC User Privacy Guidelines

For more information, you may contact the Bard College Computing Helpdesk at 845-758-7500 or e-mail helpdesk@bard.edu

Webpage Disclaimer

Bard College encourages creativity and free expression by providing space for personal pages on a College web server. While all members of the community are expected to follow the copyright laws and College web page guidelines, the comments and viewpoints expressed on the personal pages represent those of the page authors and not Bard College. Questions and comments should be addressed to the owners of the individual pages, who assume responsibility and liability for the content of their documents.

January 26, 1999

Appropriate Use Guidelines

Bard provides electronic information systems for the campus community in order to support the educational mission of the College. These systems serve important needs for our faculty, staff, and students. Electronic mail messages, like telephone and paper mail communications, are private and privileged exchanges deserving protection and security. Bard views with most serious concern any fraudulent action or any violation of security related to electronic communications and is prepared to take appropriate corrective and punitive actions in response to such behavior.

The rights, freedoms, and responsibilities inherent in the use of electronic information systems are rooted in the declarations of both the Bard College Statement on Academic Freedom and the Bard College Community Standards of Behavior. Therefore, the College expects that the community of people who use electronic information resources will do nothing in that action which infringes upon the rights of others on this campus or elsewhere and will not apply campus information systems in any fraudulent ways.

Thus, all users agree to the following:

1. College computer facilities will not be used for activities that are in violation of campus, local, state, or federal rules and laws. This includes:
 - Copyright infringement
 - Cheating
 - Theft
 - Vandalism
 - Software piracy (the unauthorized duplication or use of copyrighted software)
 - Media piracy (the unauthorized duplication and distribution of copyrighted text, still image, video, and audio files e.g. MP3)
 - Sending messages that encourage or promote violation of the above or other college, local, state or federal regulations
2. Use of College computer facilities for commercial purposes or personal profit is forbidden with the exception of the publication of scholarly works which may incidentally provide revenues to the author(s).
3. Users will respect an individual's right to privacy and freedom of expression and will not read, copy, or print material written by others that is not intended for public inspection. Inappropriate use includes:
 - Sending messages in such a way that makes them appear as though they originated from a different person or that deliberately misrepresent yourself or your authority
 - Sending messages that are severely abusive or threaten an individual's safety or for sexual, ethnic, religious, or other minority harassment

- Sending or forwarding chain letters
- Deliberately flooding a user's mailbox with automatically generated mail
- Sending mail that is deliberately designed to interfere with proper mail delivery or access
- Attempting to gain access to another person's files regardless of the intent or result
- Broadcasting messages to large numbers without regard to the relevance of the material
- Sending messages or engaging in other conduct intended to suppress or disrupt debate
- Sending messages that are designed to interfere with normal system operation

4. Users will refrain from any activity that threatens the integrity of the computer system at Bard. This includes, but is not limited to:

- Modification of system services and utilities;
- Permitting others to access College resources from outside of Bard;
- Installing any hardware or software that threatens the integrity of the overall campus network, "hacking" or other sabotage;
- Activities that interfere with public access to computer resources.

5. Every user is personally responsible for the integrity of the account assigned to that individual. Usernames are not transferable to other users or publicly distributable without prior authorization from HCRC.

Violations of these rules will be reported to the appropriate campus judicial body. Any punitive actions will be determined by that body and could include disconnection from the campus network.

Personal Web Page Guidelines

Any officially recognized group or individual may establish a web page. All personal web pages will be initiated from the "index page" of the students.bard.edu server which includes this statement:

"Bard College encourages creativity and free expression by providing space for personal pages on a College web server. While all members of the community are expected to follow the copyright laws and College web page guidelines, the comments and viewpoints expressed on the personal pages represent those of the page authors and not Bard College. Questions and comments should be addressed to the owners of the individual pages, who assume responsibility and liability for the content of their documents."

The following guidelines must be adhered to by all personal home page authors/owners:

- All home pages must follow the computer use policies outlined on the inside.bard.edu server
- All personal websites must carry this disclaimer on their starting or "index" page: "This is the personal home page of <owner's name>. The views and opinions expressed here are mine and not those of Bard College. Address all comments to <Email address of home page owner>."
- Personal home pages may not use any official Bard logos or images that may imply that the page is an official Bard document.

HCRC User Privacy Policy

User Consultation

From time to time, HCRC receives complaints or user questions relating to mail delivery. Its response to such requests will be guided by the following principles:

1. A user's mail file will be accessed only with the prior knowledge and permission of the user involved.
2. Messages contained within that file will be read only to the extent needed to assist the user involved. The content of those messages will not be retained, nor will it be discussed or shared with others.
3. HCRC will NOT access the mail files of a third party in order to confirm successful mail delivery without the prior permission of the third party.

Undeliverable Mail

The computer systems automatically forward all undeliverable mail to the designated "postmaster". This is a standard feature of mail systems in order to provide the equivalent of the "dead letter" office. Typically, the postmaster checks the address and, where appropriate, re-mails the message to the correct address. In general, incorrectly addressed outgoing mail is ignored, while incoming mail is redirected to its intended recipient.

The postmaster will always be a member of the HCRC professional staff NOT a student or clerical staff person. The postmaster will read the mail only to the extent necessary to assist in proper mail delivery. Copies of the messages will not be saved after successful redirection, nor will the postmaster discuss the contents of the messages with other individuals.

Username Dissemination

A person's username and e-mail address are considered public information that can be given out to other individuals. HCRC will NOT knowingly permit its release for the purpose of advertising, mass mailings, or other commercial uses.

Retrieving Delivered Mail

HCRC occasionally receives requests wherein a user asks if HCRC can retrieve a message sent by that user to a third party. Such requests will NEVER be honored by HCRC since it requires reading the mail of the third party -- a clear violation of that user's personal privacy.

Mail Browsing

Under NO circumstances are HCRC personnel permitted to read users' mail without the prior permission of that user.

Accidental Discovery of Illegal Activity

If HCRC personnel come upon messages whose content is clearly illegal, HCRC reserves the right to report these messages to the appropriate campus committee or to the Campus Security Office. Examples might include messages containing illegally-obtained credit card

numbers, telephone authorization codes, grade reports, criminal conspiracy, or similar items. Such items might be discovered as part of user consultation, dead-letter processing, or other tasks. Random mail browsing by HCRC personnel is never authorized.

Mail Logging

As part of system management, certain programs may gather statistics on mail usage. These statistics may include the address of the sender, the recipient, length of the message, and date. Under no circumstances may it include the full text of the mail message.

Whenever HCRC reports statistics on mail, or other system usage it will attempt to preserve personal privacy as fully as reasonably possible. HCRC will not report mail usage statistics in a form that is traceable to individual users.

Mail Monitoring

HCRC considers it inappropriate for a supervisor to request copies of all mail messages sent or received by his or her staff. Such configurations will be implemented only with the full prior knowledge and authorization of both the supervisor and the staff members being monitored.

File Backup

Mail files are copied as a routine aspect of system backups. This is an automatic process that does not involve any human reading of the files copied. Furthermore, some backups are archived for long-term storage. Such practices are NOT considered a violation of privacy.