Responsible Use of Electronic Communications

Policy Statement

Ringling College of Art and Design provides an environment for the campus community to utilize appropriate computer and electronic information technologies in meeting the educational mission of the College. The College expects all members of its community to use electronic communications in a responsible manner. It is each individual’s responsibility to become familiar with their rights and responsibilities as outlined in this and other appropriate College documents. There are also federal, state, and local laws governing some aspects of information use and distribution. While guidelines may be provided in the context of the classroom, each individual is responsible to remain knowledgeable about current laws and policies.

Ringling College seeks to enforce its policies regarding non-harassment and the safety of individuals; to protect the College against damage or legal consequences; to prevent the electronic posting or distributing of copyrighted material in violation of license restrictions or other contractual agreements; to safeguard the integrity of computers, networks, and data, either at Ringling College of Art and Design or elsewhere; and to ensure use of electronic communications complies with this Student Handbook, the Faculty Handbook, and the Staff Handbook.

Ringling College of Art and Design may restrict the use of its computers and network systems for electronic communications in response to complaints presenting evidence of violations of Ringling College policies or codes, or local, state or federal laws. Specifically, the College reserves the right to limit access to its networks through Ringling College-owned or other computers, and to remove or limit access to material posted on Ringling College-owned computers. Ignorance of the law or of campus policies does not exonerate one from the consequences of inappropriate or illegal behavior.

Examples of Violations Covered in the Handbooks

What follows is a list of some of the potential behaviors associated with computer use, which are considered violations as noted in the Student Handbook, Faculty Handbook, and Staff Handbook. This list is not intended to be exhaustive; it is simply to provide examples of some of the behaviors that are considered unacceptable. Any behaviors, including those not explicitly listed here, in violation of the College policies or codes will be adjudicated accordingly.

Examples of Violations

A. Violations targeted at a specific individual(s) or at classes of individuals:

- Sending harassing or threatening communication by electronic mail or other electronic communications.
- Sending harassing communication that is sexual in nature by electronic mail or other electronic communications.
• Sending harassing communication or posting hate speech that is motivated by racial, ethnic, religious, gender, or sexual orientations prejudice by electronic mail or other electronic communications.
• Posting or otherwise disseminating personal or sensitive information about an individual(s).

B. Violations causing harm to the institution or its activities:

• Propagating electronic chain mail.
• Interfering with freedom of expression of others by “jamming” or “bombing” electronic mailboxes.
• Forging, fraudulently altering, or willfully falsifying electronic mail headers, electronic directory information, or other electronic information generated as, maintained as, or otherwise identified as College records in support of electronic communications.
• Using electronic communications to forge an academic document.
• Using electronic communications to hoard, damage, or otherwise interfere with academic resources accessible electronically.
• Using electronic communications to steal another individual’s works, or otherwise misrepresent one’s own work.
• Using electronic communications to collude on examinations, papers or any other academic work.
• Using electronic communications to fabricate research data.

C. Violations involving illegal, proprietary, or damaging material.

• Electronically distributing or posting copyrighted material in violation of license restrictions or other contractual agreements.
• Launching a computer worm, computer virus or other rogue program.
• Downloading or posting illegal, proprietary or damaging material to a College computer.
• Transporting illegal, proprietary or damaging material across College networks.

I, _________________________________, understand the terms and expectations of the Responsible Use of Electronic Communications policy at Ringling College and understand that any further violations of the policy may result in further judicial charges, not excluding suspension or expulsion, from Ringling College of Art and Design.

_________________________________________________________ __________________
Name        Signature    Date