ALLEN COLLEGE UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 10/97 (formerly 2-I-400-01), 8/08,
3/11, 1/15, 11/19

No: 2-I-500-01
Last Review Date: March 2023
Required Review Date: March 2027
Administrative Unit: Administration
Approved By:

Jared Seliger, PhD, CNMT
President

SUBJECT: Use of Information Technology Resources

PURPOSE: To set ethical parameters and guidelines for computer lab, equipment, software, internet and facility use.

EFFECTIVE FOR: Faculty, Staff, Students, UnityPoint Health Employees, Alumni, Clients, and Guests on the Allen College campus.

POLICY:
By using and utilizing the information technology resources and facilities present at Allen College, users agree to act in accordance with all policies and procedures adopted by Allen College and UnityPoint Health – Allen Hospital as well as any applicable federal, state, and local laws. Disciplinary action and/or suspension of privileges may result if equipment is misused or other violations of laws or accepted standards of conduct occur.

Resources: To create an educational environment conducive for student learning, effective instruction and ensure support is maintained for the enterprise of scholarly research and critical thinking, Allen College remains committed to providing the information technology resources needed for a quality education.

Ethical Expectations: Allen College expects that students, faculty, staff, and UnityPoint Health employees will exhibit ethical and responsible behavior when utilizing the information technology resources available at Allen College. Information technology resources are defined as those technological tools, facilities, and resources deemed necessary to accomplish the processing, storage, and communication of knowledge and information.

Internet Usage: Faculty, staff and students of Allen College are further expected to comply with the UnityPoint Health standard operating procedure (SOP) 1.IT.02, Internet Access and On-Line Services, when utilizing the internet on college computers.

Email Usage: Electronic mail communications are the property of the employer and rights of privacy do not pertain in keeping secret the email messages received or sent by a user. When checking email, it is expected that it is reviewed by the recipient for malicious/phishing emails. Any emails suspected of being malicious or phishing, should be reported by clicking on the Phish Alert Button. If a phishing email has a link that is clicked on or is responded to by the recipient, they will be assigned specific training to educate the recipient on how to spot an attack, this training must be completed within 30 days. Repeat offenders will follow the discipline outlined in UPH Policy 1.IT.21 which is written to address emails that could compromise the UPH network and assets. This policy also outlines remediation steps for individuals who fail phishing events. Please refer to UnityPoint Health SOP 1.IT.03 Electronic Messaging , 1.IT.11 UserID and Password Security, and 1.IT.10 Malware Protection for additional email related polices.

PROCEDURE:

1. An approved and active Allen ID badge (student ID or Employee ID) is required to access the 24-hour a day, 7 days per week computer lab. Please refer to Allen College SOP 2-E-800-01, Student E-mail and Computer Lab Access for additional information.
2. Only current students, faculty, and staff may use the computer lab unless special permission is granted. In certain circumstances access may be added for UnityPoint Health employees.
3. During library hours the computers in the library are available to students, faculty, staff, UnityPoint Health employees, Allen College alumni, and the public.
4. The computer lab and library computers are in a study/work area, therefore people using these computers should work efficiently and quietly.
5. Users should only print one copy of a document.
   a. Printing is for academic-related coursework only. No personal use is allowed.
   b. Only one copy of a document is allowed.
   c. PowerPoint presentations should only be printed in the Outline View or with multiple slides per page.
   d. Use only the paper provided by the library, any exceptions require the permission of Library personnel.
   e. The College reserves the right to cancel print job(s) and to revoke printing privileges of any person violating these rules.
   f. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using the equipment is liable for any infringement. Note that this provision applies to the copying, downloading, and uploading of documents on the Web.
6. If belongings are left unattended at a computer in either the lab or the library the library/computer staff on duty reserves the right to move your belongings aside to allow another user access to the computer. Library/computer staff is not responsible for lost or stolen items.
7. Absolutely NO personal software may be installed or downloaded by a user on any machine in the Barrett Library or the Allen College Computer Lab; please refer to UnityPoint Health – Allen Hospital SOP 1.IT.04, Use and Ownership of Software.
8. All documents or projects left on Barrett Library or Allen College Computer Lab computers may be removed at any time without notice.
9. The computer lab may be reserved for class activities or demonstrations. The days and times will be posted.
10. Academic Nursing and Health Sciences software such as test review software, class related software, and software that comes with library books and library materials are maintained by library staff. Students, faculty, and staff should ask library staff for access to software.
11. Academic Nursing and Health Sciences software should not leave the Barrett Library or the Allen College Computer Lab unless checked out to a student, faculty, or staff.
12. Wireless Internet is available for use by students and guests at their own risk.

Appropriate Uses of Allen College Information Technology
The following are examples of appropriate uses; the list is not meant to be all inclusive:
1. Educational needs for faculty, staff and students of Allen College.
2. Conducting or contributing to healthcare research.
3. Communicating with colleagues.
4. Disseminating health information.
5. Developing professional skills.
6. Other uses unspecified but consistent with the provision of quality health care services and the mission of the Health System.

Inappropriate Uses of Allen College Information Technology

The following are examples of inappropriate uses; the list is not meant to be all inclusive:

1. Use by unauthorized individuals who are not employed or enrolled as students of UnityPoint Health or Allen College, unless prior approval is obtained in advance from College Administration.
2. Use for personal profit or promotion, including commercial, political or business purposes. Work produced using an UnityPoint Health account is the property of UnityPoint Health – Allen Hospital, which retains all rights to that work.
3. Use which violates UnityPoint Health – Allen Hospital and UnityPoint Health policies and standard operating procedures.
4. Use which violates the United States or state laws, including copyrights, trade secrets or criminal laws.
5. Theft of computer hardware, peripheral equipment, software (copying un-purchased software or taking the original software), research/work of others, manuals, supplies, etc.
6. Infringement of copyright by utilizing works of others in an intellectual work by not making reimbursement and/or receiving permission from the original creator.
7. Plagiarizing the work or ideas of others without making proper attribution.
8. Use which interferes with or disrupts the network or its users, services or equipment, including (without limitation) distribution of unsolicited advertising, harassment of others, posting or mailing obscene materials, or propagation of computer viruses.
9. Intentional insertion of infectious viruses into computer systems or storage devices.
10. Unlawful entry into a computer system by illegally hacking into the system.
11. Changing computer settings, preferences, or other modifications without authorization.
12. Engaging in the physical destruction, sabotage, or removal of parts of information technology resources.
13. Sending obscene, physically threatening, or sexually harassing messages electronically.
14. Browsing, accessing, copying, or changing private files of other users, and changing public files without authorization.
15. Distribution of unsolicited electronic advertising.
16. Accessing explicit or pornographic material via the Internet.

Please report any inappropriate material appearing on the computer lab or library computers to the instructional technology specialist or library staff immediately.

Violations of this policy may result in the disciplinary action, which could include termination of all computer privileges and rights. Any criminal or civil sanctions imposed on Allen College resulting from inappropriate use of the computer lab, equipment, or facilities will become the personal liability of the violator.