

11. ~~Attaching or linking to files that are not approved and that have not been explicitly approved by the~~ express permission of Information Technology Services staff. This includes (but is not limited to) wireless access points such as the Apple AirPort hubs, switches, routers, printers, and protocol analyzers.

12. ~~Abusing~~ email.

email

~~Creating or sending an email message that contains a virus or other malware to a user or machine in an electronic communication~~

~~Failing to comply with a request to stop emailing someone or to take them off a Distribution list~~

Sending all-campus email messages

~~Initiating or facilitating in any way mass electronic mailing (e.g., "spamming", "flooding" or "bombing") in excess of our purpose of conduct of business, and then only with the advice and consent of Information Technology Services~~

~~Taken together, these rules do not preclude sending non-network-related email to large lists of others. However, email messages should be treated as confidential and should be excluded from similar future mailings.~~

III **her University Codes of Conduct**

~~All Computer Use on the University Network is subject to the University's policies on the use of computing resources. These policies are based on respect for the privacy and security of all users.~~

IV ~~Privacy Policy~~

~~St. Thomas reserves the right to monitor and examine any and all network traffic on the university data network. This includes, but is not limited to, all email messages sent and received on the university data network.~~

~~and the School of Social Work will not be examined for content nor disclosed without the prior~~

~~your email or private files the St. Thomas reserves the right (as permitted by state and federal law) of designated ITS staff to log and examine any and all network traffic on the university data~~

~~network. This includes, but is not limited to, all email messages sent and received on the St. Thomas systems, both central servers and desktops, whenever necessary, particularly but not exclusively in the following situations:~~

Policy), Information Technology Services will conduct an investigation. Investigations may involve other campus offices as needed.

For all digital communications (files or e-mail) are wanted as evidence on a non-computer-related university disciplinary matter (such as an academic dishonesty case or a sexual harassment investigation), ITS will provide those files on request of Dean of Students, the General Counsel, Academic General Counsel, the dean of the respective college, or the Assistant Vice President for Human Resources.

Unless the infraction involves potentially criminal behavior, ITS will make an effort to inform the individual that their files are being accessed.

ITS requests the data as part of an authorized investigation.

V. Enforcement

The University considers violations of acceptable use principles to be serious offenses. The University will take such action as is necessary to copy and examine any files or information resident on University network devices related to unacceptable use and to protect its network from system events that threaten or degrade operations.

In the case of minor infractions, ITS will attempt to resolve the issue. If the issue is not resolved, the incident will be referred to the appropriate University office for further action.

In the case of a major infraction, ITS will attempt to resolve the issue. If the issue is not resolved, ITS will make a reasonable effort to inform the individual that their files are being accessed. The incident will be referred to the appropriate University office for further action.

President of Human Resources, and other appropriate authorities, if necessary. ITS staff may take immediate denial of access to your account, loss of email privileges or removal of your system from the network. In cases involving violations of disciplinary offices will be given all information about an incident that ITS can collect. ITS will not disclose information about an incident to any individual, except as may be necessary in a legal proceeding. In an emergency, ITS will disclose information about the processes of investigations.

VI. Further Information

If you have any questions about this policy, please contact the ITS Help Desk at (651) 962-6230 or the Office of the Dean of Students at (651) 962-6230.