



## **Policy Name: Technology Use Policy**

**Policy Number: 3301**

### **I. Policy Statement**

It is Hebrew Union College-Jewish Institute of Religion's (HUC-JIR) policy to grant to Community Members, the privilege of access to, and utilization of, the HUC-JIR computing and technology resources that is essential to accomplishing their assigned duties and/or academic study.

### **II. Purpose of Policy**

HUC-JIR is committed to encouraging our students and staff to embrace the world of technology, exploring its uses and benefits to achieve our shared and individual goals. As an institution of higher education, we have a responsibility to provide these essential resources; as users, you have an obligation to operate and manage this equipment in an efficient, ethical, and legal manner.

### **III. Applicability (Audience)**

The Technology Use Policy applies to all employees, students, Board of Governors, Advisory Board members and users of HUC-JIR's technology resources and assets.

### **IV. Definitions**

Provide definitions for any specific terminology in the document.

### **V. Procedures and Implementation**

Users of the HUC-JIR computer facilities are expected to abide by the following policies, which are intended to preserve the utility and flexibility of the computer system, protect the work of students, staff, and faculty, and preserve the right to access networks to which HUC-JIR is connected.

Access to, and utilization of, the resources of HUC-JIR computing services is a privilege and NOT a right; they can be withdrawn or curtailed without notice if there is a reason to believe that the user has or may have violated this policy or applicable law. Additionally, violation of this policy can result in further discipline including in extreme cases, civil or criminal prosecution. All users, as a condition of their access to or utilization of HUC-JIR computing services, agree to cooperate in every way with the IT Department in an

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investigation of alleged improprieties or abuse of this privilege and waive any right of confidentiality. Failure to cooperate fully with the IT Department shall be considered a violation of policy.

The following are conditions for the use of HUC- JIR computer systems:

### **Passwords**

You will be assigned a HUC-JIR computer account to access HUC-JIR computer facilities. You will not share your account or password with anyone not associated with HUC-JIR. The College reserves the right to access your account and the system to the extent necessary to investigate security breaches or other infractions of these rules. Your own password will allow access to your account and you may not allow any other person to use your account for any reason. In addition, it is your responsibility to protect your account from unauthorized use by changing passwords and creating passwords that are not easily guessed in accordance with the HUC-JIR Password Policy.

### **E-Mail**

Identify yourself clearly and accurately in electronic communications. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.

### **Equipment**

You are expected to take proper care of the equipment in HUC-JIR facilities. Eating, drinking, and smoking are not allowed in HUC-JIR labs (i.e., food and beverages are not allowed). Report any malfunction to the consultant on duty or send e-mail to [helpdesk@huc.edu](mailto:helpdesk@huc.edu). Do not attempt to move, repair, reconfigure, modify, or attach external devices to the systems. In addition, individual HUC-JIR computer laboratories can post additional operational rules and restrictions that are considered part of the HUC-JIR computer policy. You are responsible for reading and following these rules.

### **Limits**

Accept limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed, when asked to do so by the system administrators. Such restrictions are designed to ensure fair access for all users. You are expected to use computing resources in a responsible and efficient manner consistent with the instructional, research, and administrative goals of the University.

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## **Responsibilities**

Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create. Keep archives and backup copies of important work; learn and properly use the features for securing or sharing access to your files on any computers you use.

## **Security**

While great effort is made to keep the contents of what you create, store, and send seen only by those to whom you intend or give permission, the HUC-JIR cannot and does not guarantee the security of electronic files on its computer systems. These systems can sometimes be breached by someone determined to do so. Additionally, as specified above, the HUC-JIR reserves the right to access its computer systems, including your account, if we deem it appropriate.

## **Operational Guidelines – HUC-JIR Public Computers**

Academic Work has priority over other authorized uses. You are expected to refrain from engaging in wasteful practices such as sending chain letters through electronic mail, printing unnecessary output, printing multiple copies of files, performing unnecessary computations, generating excessive network traffic, or unnecessarily holding public PCs for long periods of time when others are waiting for these resources.

Installing or using unauthorized software is expressly prohibited in particular, software that creates security risks on HUC-JIR computer facilities.

## **Operational Guidelines – HUC-JIR Network**

Unauthorized transferring of copyrighted materials to or from the HUC-JIR computer system without express consent of the owner is a violation of federal law. In addition, use of the Internet for commercial gain, profit, or advertisement is not allowed from HUC.

Use of electronic mail and other network communications facilities to intentionally harass, offend, or annoy other users is forbidden. All users need to be aware that obscene, defamatory, or any other material which violates HUC-JIR policy on harassment will not be tolerated at HUC.

Any attempt to circumvent system security, guess other's passwords, or in any way gain unauthorized access to local or network resources is forbidden. Distributing passwords

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or otherwise attempting to evade, disable, or "crack" passwords or other security provisions threatens the work of many others and is therefore grounds for immediate suspension of your privileges. You may not develop programs or use any mechanisms to alter or avoid accounting for the use of computing services or to employ means by which the facilities and systems are used anonymously or by means of an alias.

## **VI. Enforcement**

Issues concerning this policy, or allegations of harassment or other irresponsible use of computing resources, should be brought to the attention of Hebrew Union College - Jewish Institute of Religion by sending electronic mail to [helpdesk@huc.edu](mailto:helpdesk@huc.edu).

HUC-JIR will investigate apparent or alleged violations of this policy. HUC-JIR also reserves the right to immediately suspend user privileges for potential violations of these guidelines to the extent necessary to protect the security and integrity of the HUC-JIR computer system. This policy is intended to be consistent with the other policies of HUC-JIR.

The HUC-JIR reserves the right to take whatever action it sees as appropriate to prevent, correct, or discipline behavior that violates this policy.

At the discretion of HUC-JIR, cases of apparent abuse will be reported to the Dean of the campus (for student and faculty incidents) or to the Vice President for Administration (for academic professional and support staff incidents). These respective offices are responsible for determining any further disciplinary actions.

## **VII. Policy Owner, Management and Point of Contact Information**

For questions, contact:

Director of IT,

or E-mail the IT Helpdesk:  
[helpdesk@huc.edu](mailto:helpdesk@huc.edu).

## **VIII. Exclusions**

**None**

## **IX. Effective Date**

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## **X. Related HUC-JIR Policies and Documents**

3302 Website Accessibility Policy

3303 Electronic Security Policy

Identifies related HUC-JIR policies, Code of Regulations (bylaws), and HUC-JIR Board of Governors documents relevant to the policy.

## **XI. Notification of Policy Changes and Revision History**

The College-Institute reserves the right to change this policy at any time. This policy is posted in the IT section of the HUC website, the Policy Library at 3301 and relevant handbooks.

## **XII. Appendices, References, and Related Materials**

The Appendices provide links to external guidelines, or federal, state, or local laws or regulations relevant to the policy.

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