

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General Administrative

BCOM Policy 2011

TOPIC: Acceptable Electronic Communications Use

Approved: 06/18

Revised

Approved: *Signature on File*

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POLICY

The Burrell College of Osteopathic Medicine (BCOM) provides various electronic communication resources for the purpose of conducting business in support of BCOM's organizational mission. BCOM is the legal owner and operator of all electronic communication resources purchased or leased with BCOM funds. All electronic records are the property of BCOM, not of the individuals creating, maintaining, sending or receiving such data or information. Each person granted access to BCOM electronic communication resources and electronic records is responsible for appropriate use as stated within this policy as well as adherence to all applicable federal, state and local laws. BCOM reserves the right at any time to limit, restrict or deny access to its electronic communication resources and records, as well as to take disciplinary and/or legal action against anyone who is in violation of this policy or applicable laws.

RESPONSIBLE OFFICIAL

Assistant Vice President Administration/Chief Information Officer

APPLICATION OF POLICY

This document establishes organizational policies and procedures regarding the use of electronic communications. This policy applies to:

- All electronic communication resources owned, leased, provided and/or managed by BCOM;
- All users and types of use of BCOM electronic communication resources;
- All electronic records generated or maintained in the transaction of BCOM business or stored within a BCOM electronic communication resource.

DEFINITIONS

1. Electronic Communication Resources: Telecommunications equipment, electronic audio/video devices, encoding/decoding devices, computers, servers, data processing or storage systems, mobile communication devices, networks, input/output and connecting devices and related programs, software and documentation that support electronic communications. BCOM electronic communication resources include institutional and departmental information systems, faculty research systems, desktop computers, BCOM campus networks and general access computer systems.
2. Electronic Record: A record created, generated, sent, communicated, received, or stored by electronic means.
3. Users: All faculty, staff, students, contractors, volunteers and individuals that maintain a business relationship with BCOM that make use of BCOM electronic communication resources and/or electronic records.
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