

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General Administration & Leadership

BCOM Policy B2060

TOPIC: Acceptable Electronic Communications Use

Approved: 06/18

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Approved: Signature on File

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POLICY

The Burrell College of Osteopathic Medicine (BCOM) shall ensure the integrity of information technology resources made available to the College community to prevent disruption to academic and administrative needs. All members of the College community shall promote efficient, ethical and lawful use of BCOM's information technology resources. All information technology resources provided by the College are property of the College.

RESPONSIBLE OFFICIAL(S):

Assistant Vice President Administration/Chief Information Officer

DEFINITION(S):

Information technology resources include but are not limited to licensed resources, College-owned data, computer hardware, data networks, information systems, email, storage devices, and classroom audio-visual equipment.

PROCEDURES:

1. Users of BCOM's information technology resources shall properly use and protect these resources, respect the privacy and rights of other users, and behave in a manner consistent with any local, state, and Federal law and regulation, as well as BCOM policies and procedures.
2. Members of the BCOM community shall report theft, loss or unauthorized disclosure or use of information technology resources and/or data.
3. Acceptable use guidelines shall be published on the College website.
4. BCOM reserves the right at any time to limit, restrict, or deny access to its electronic communication resources and records. Use of any resources deemed inconsistent with the mission and purpose of the college shall be deemed a violation of this policy and may result in termination or administrative withdrawal from the institution.
5. BCOM reserves the right to monitor all its systems and information technology resources to ensure that no single user places the institution's systems at risk and includes the review of any electronic communication and/or record as needed to ensure compliance with college policies and/or procedures. Investigations of misuse, unauthorized use, compliance with federal, state or local laws or regulations, as well as routine or emergency maintenance of the IT system, may require observation of electronic information by appropriate and authorized College officials insofar as they are conducted on behalf of the College.

CROSS REFERENCE(S):

BCOM Data Security Policy B2050