Computing resources are provided to support the academic research, instructional and administrative objectives of Ramapo College. These resources are available for the use of college faculty, staff, students, and other authorized users to accomplish tasks consistent with the college's mission. College systems offer powerful tools for communication among members of the Ramapo community and communities outside of the college. When used appropriately, these tools can enhance dialogue and communications. Unlawful or inappropriate use of these tools, however, can infringe on the rights of others, and is unacceptable in an academic institution.

Ramapo College expects all members of its community to use electronic communications in a responsible manner. The college reserves the right to limit access to its networks through college-owned or other computers, and to remove or limit access to material posted on college-owned electronic media. Recognizing that the college is creating a limited public forum, the college retains the right to limit access, and postings, to college systems.

As a means to foster intellectual pursuits, the college will make every effort to respect the privacy of all users. However, for technical reasons related to system architecture and maintenance needs, privacy cannot be guaranteed at all times and users must take this into account when composing email or surfing the Web. An expectation of privacy is further limited by the needs of the college to comply with State and Federal laws, protect the rights of students, faculty, staff, board members, and invitees, and/or to meet administrative objectives.

Individuals may not gain access to the College’s electronic resources without signed acknowledgement of this policy statement having been received and read.

**COLLEGE RIGHTS AND RESPONSIBILITIES**

1. The college reserves the right to limit access to its networks. The college does not monitor the contents of material transported across its networks nor generally restrict access to the networks, but it retains the right to do so when evidence exists that such materials are in violation of college policies or codes, contractual obligations, state or federal laws.

2. To protect the college against seriously damaging consequences, such as impairment of the integrity of computers, networks and data, or legal liabilities, systems or network personnel shall take immediate temporary restrictive action pending final adjudication by the college.

3. The college reserves the right to remove or limit access to material posted on college-owned computers when applicable college policies or codes, contractual obligations, or state or federal laws are violated.

4. The college does not monitor or generally restrict the content of material residing on college computers, whether or not such computers are attached to campus networks.

5. The college reserves the right to inspect the content of electronic files when it has reasonable belief that the content of material would violate college policy, state or federal law. The college retains the right to review the content of any files when the content of such files is likely to be material to the alleged violation or on the death, illness, or separation of a covered person, or as required for legal proceedings or processes. Notification of such inspection will be made to the president or designee immediately. The president will provide a confidential report to the board of trustees on an annual basis of all instances of content
inspections by year and employment category. All instances of content inspections in which the president or a
designee receive notice of inspection of content pursuant to this paragraph will be reported to the HR
Committee of the Board of Trustees at its regularly-scheduled meeting.

USER RESPONSIBILITIES
Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle
applies to the work of all authors and publishers in all media. It encompasses respect for the right to
acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and
distribution. Because electronic information is volatile and easily reproduced, respect for the work and
personal expression of others is especially critical in computer environments. Users are responsible to comply
with the following:

Copyright Compliance: Violations of authorial integrity include, but are not limited to, plagiarism,
impostorship, invasion of privacy, unauthorized access, and trade secret and copyright violations, all of which
may be grounds for sanctions against members of the academic community. Users of college systems shall
not abridge the rights of copyright owners and shall comply with the Digital Millennium Copyright Act
(DMCA), 17 U.S.C. 101 et seq.

Electronic communications shall not be used to: harass, threaten, or otherwise cause harm to a specific
individual(s), whether by direct or indirect reference, impede, interfere with, impair, or otherwise cause harm
to the activities of others; download or upload to college computers, or transport across college networks,
material that is illegal, proprietary, in violation of college contractual agreements, or otherwise is damaging to
the institution; harass or threaten groups of individuals; illegally access proprietary data from remote
locations.

It shall be the user's responsibility to comply with all the stipulated requirements set forth in the above.
Failure to comply with the provisions for "User Responsibility" may subject the user to specific sanctions as
set forth in the “Violations” and “Sanctions” sections of the full Ramapo College Responsible Use of
Electronic Communications Policy and Procedures*.  

*The full Ramapo College Responsible Use of Electronic Communications Policy 604 and Procedures are available on the web page:
http://ww2.ramapo.edu/facultystaff/hr/employee.aspx?id=73488h

_________________________________________________
DATE

_________________________________________________
STUDENT NAME (Please print)

_________________________________________________

_________________________________________________
ADDRESS

_________________________________________________
STUDENT SIGNATURE

_________________________________________________
PARENT OR GUARDIAN (if student is under 18 years of age)