SIENA HEIGHTS UNIVERSITY E-COMMUNICATIONS POLICY:

INTRODUCTION:
Electronic Communications (e-communications) including the Internet, e-mail, Newsgroups, social networking sites and computer facilities of Siena Heights University combine to form an online extension of Siena Heights. As such, the purpose of e-communication is to support and promote the university as an institution that assists people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

The following procedures and guidelines are designed to help faculty, staff, and students adhere to Siena's moral/ethical standards and mission while using e-communications.

RULES AND REGULATIONS:
Everyone who uses e-communication (electronic communication transmitted through the Siena Heights University computing infrastructure including, but not limited to, such things as e-mail, the Internet, social networking, and newsgroups) through Siena Heights becomes an online representative of Siena Heights and is expected to act in accordance with the mission of the university. The University reserves the right to monitor electronic communications and equipment to ensure compliance with this policy.

The use of e-communication is a privilege, not a right, and may be revoked by the University for non-compliance with this policy. Electronic communications equipment, including but not limited to, computers and computer equipment, routers, switches, printers, scanners, telephones and fax machines, are the property of the University. The University reserves the right to access all aspects of this equipment for maintenance, repair, or other purposes determined by University officials. Access may be with or without prior notice to the employee to which the equipment is assigned.

Individually or University owned computers whose primary or secondary usage is to act as a "server" are not permitted on the Siena Heights University network without the express written permission of the Chief Information Officer.

INTERNET REPSONSIBILITY:
Members of the Siena Heights University community are responsible for their use of the university computer facilities, the content of their websites and e-mail messages the authorized or unauthorized use of their Siena Heights University login account(s), password(s) and computing privileges by others (passwords should be changed often to avoid misuse by other users).

GUIDELINES:
When using e-communications at Siena Heights University you agree to abide by the guidelines found in the following Siena Heights University publications:

Siena Heights University Acceptable Use Policy
(https://mysiena.sienaheights.edu/ics/Departments_and_Offices/Computer_Services_and_Systems/Policies.jnz)
Student Handbook
Employee Handbook
Undergraduate Catalog
Graduate Catalog

DIRECTORY ACCESS:
  STUDENTS:
    Students will only access their CS&S individual network file directory, "Common" network directory, faculty authorized directories that have been created to support a specific major, minor, program or class and staff authorized directories created for the purpose of student workers within a division/department/program/office.
  EMPLOYEES:
    Employees will only access their individual file directory, "Common" network directory and work-related directories authorized by the appropriate Division/Program Chair, Department Head, Webmaster or the Chief Information Officer.

UNIVERSITY LOGO:
The university logo is reserved for official and academic web pages. No variations allowed.

COPYRIGHT:
Members of the Siena Heights Community must respect the legal protection of copyright, trademarks and licenses to programs and data (including but not limited to text, pictures, photos, clipart, music).

PEER to PEER FILE SHARING:
Legal methods of sharing music, photos, video clips and videos are available through recognized vendors that abide by copyright, trademarks and other access licenses. Students and employees of the University are required to use the vendor of their choice that meets the previously defined way of acquiring said content.

PRIVACY:
To protect the privacy of the members of the Siena Heights University Community only the following personal information should be shown on public directories:
    Name
    E-mail address
    Position/title
    Office telephone
    Office fax
    Office address
    Institutional, Office and personal URL

E-MAIL:
Siena Heights University has the infrastructure for e-mail communication, and strongly encourages the Siena community to respond to e-mail in a timely manner.

BROADCAST E-MAIL:
The ability to send broadcast e-mail is reserved to specific individuals within the Siena Heights University community as defined by the Chief Information Officer or the Director of Integrated University Marketing.

INTERNET ABUSE:
Use of the internet should be consistent with the mission and values of Siena Heights University. Members of the Siena Heights community who abuse the internet will be subject to sanctions listed under violations of the E-communications Policy.

Employees are prohibited from internet use which adversely affects their productivity or solicits sales or services from others during working hours.

E-MAIL ABUSE:
Use of the e-mail system should be consistent with the mission of Siena Heights University. Members of the Siena Heights community who abuse e-mail including, but not limited to, such actions as spamming (sending an unsolicited e-mail message to a large group of people), sending unwanted communication, and sending messages of malicious content, will be subject to the sanctions listed under Violations to the E-Communications Policy.

Employees are prohibited from the use of email which adversely affects their productivity or solicits sales or services from others.

MONETARY TRANSACTIONS:
Web pages, email, or other electronic communications method are prohibited from asking for debit/credit card information unless specifically authorized by The Chief Information Officer and the Controller.

TYPES OF WEB PAGES:
Web pages on the Siena Heights University Server are divided into three categories, Official, Academic, and Personal. Webmasters are responsible for including the necessary information (outlined below) on their web pages.

Official Web pages:
The Official web pages of the sienaheights.edu domain are maintained by or with the approval of the Director of Integrated University Marketing.

Academic Web pages:
Academic web pages are created by faculty and students of Siena Heights University to conduct scholarly activity or to provide information for a specific academic program.

Academic web pages are subject to the guidelines for quality found in the Siena Heights University Writing Manual and similar publications.

PERSONAL WEB PAGES:
Personal web pages are documents created by students/faculty/staff of Siena Heights University to express their personal opinions. Webmasters for Personal web pages are responsible for the content of their web pages. Personal web pages must have the following information displayed on the bottom of each webpage:

Questions contact: webmaster name (will vary)
Disclaimer: The contents of this page have not been reviewed or approved by Siena Heights University and may not reflect the views or policies of the University. The webmaster of this page assumes responsibility for the content of this website. Questions should be directed to the contact listed.

VIOLATIONS OF THE E-COMMUNICATIONS POLICY:

Members of the Siena Heights Community who violate the rules and regulations outlined in this policy and/or the Siena Heights University Acceptable Use Policy and/or the Siena Heights University Website & Security Policy will be subject to the sanctions and penalties articulated in the Student Handbook, Employee Handbook and/or the Faculty Handbook.

QUESTONS:
Question or concerns should be brought to the attention of the Chief Information Officer or the Director of Integrated University Marketing.

Approved by the Siena Heights University Administrative Council 9/99
  Minor revisions: 3/31/2010
  Minor revisions: 4/22/2014 – Replace Dir. CSS with CIO