Statement on the Responsibilities of Computer Users

Revision 2.1 – October 1, 2012

Maintaining the security of information, whether it belongs to the university, its business partners, its students, or its employees, is a primary business objective that requires the attention of all faculty, staff, and students. Accordingly, The New School has established the following policies:

- **The New School Information Security Policy** defines the fundamental principles of the New School information security program, establishes categories of information and their protection requirements, and assigns roles and responsibilities for implementing and complying with those requirements.

- **The New School Information Resource Acceptable Use Policy** establishes the rules for ethical and acceptable use of information resources at The New School. These rules support the free exchange of ideas among members of the New School community and between the New School community and other communities, while recognizing the responsibilities and limitations of such exchange.

All computer users—faculty, staff, students, and visitors—are responsible for familiarizing themselves with these policies. To obtain copies of the policy documents, visit http://www.newschool.edu/information-technology/security/policies-and-standards/policies.

Compliance

Compliance with these policies is mandatory for all students, faculty, staff, contractors, consultants, temporary employees, guests, volunteers, and other members of the university community, including those affiliated with third parties, who access or in any way make use of university information or information systems.

Monitoring

The university considers the data processed by and stored on administrative computer systems to be the property of the university. The contents of user accounts are considered to be the property of the authorized user, subject to applicable university copyright and intellectual property policies and applicable federal and state laws.

Individuals should be aware that their use of university information resources, including accessing the Internet or using electronic mail, social media, instant messaging, telephone, or voice mail, are not completely private. While the university does not routinely monitor individual usage of its information resources, the normal operation and maintenance of these resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. The university may also specifically monitor the activity and accounts of individual users of university information resources, including individual login sessions, the content of individual communications, and the contents of stored information, with or without notice, in certain situations.

More information on monitoring activities associated with these policies can be found in the complete policy documents.

Enforcement

Failure to comply with these policies, whether deliberate or due to careless disregard, will be treated as serious misconduct and may result in actions including (but not limited to) disciplinary action, dismissal, and civil and/or criminal proceedings.

Alleged infractions of these policies are handled via formal procedures and investigation by the Office of the Provost, Department of Human Resources, or Office of Student Services, as appropriate. Upon determination of misuse, individuals who are found to be in violation of these policies may be subject to the following:

- restriction or suspension of computer access privileges;
- disciplinary action by their academic division and/or the university up to and including termination;
- referral to law enforcement authorities for criminal prosecution; and
- other legal action, including action to recover civil damages and penalties.

More information on enforcement actions associated with these policies can be found in the complete policy documents.

Acknowledgement

I have read the Statement on the Responsibilities of Computer Users and I agree to abide by The New School Information Security Policy and The New School Information Resource Acceptable Use Policy.

Name:
(please print) _____

Signature: _____ **Date:** _____