

General University Policies

Equal Employment Opportunity Statement

It is the policy of the University to employ qualified persons of the highest caliber without discrimination against any person because of race, sex, age, religion, national origin, disability, marital status, sexual orientation or other category protected by applicable law, except where a bona fide occupational qualification exists under applicable law or regulation.

Non-Discrimination Policy

Carroll University does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability or veteran's status in administration of its educational, admission, financial aid, athletic or other University policies and programs nor in the employment of its faculty and staff.

The following person has been designated to handle inquiries regarding this policy:

Lorraine Forcinito
Director of Human Resources
262-524-7124
lforcini@carrollu.edu

For further information on this institution's obligation of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Revised February 3, 2015

Harassment Policy

Carroll University attempts to provide an environment free from all forms of harassment or intimidation based on race, sex, age, religion, national origin, disability, marital status, sexual orientation or other category protected by applicable law. This Policy is in keeping with efforts to establish a work environment and academic environment in which the dignity and worth of all members of the institutional community are respected. Accordingly, harassment of students, faculty and staff at Carroll University is unacceptable conduct and will not be tolerated.

Harassment may occur whenever unwelcome conduct, comments, touching, teasing, joking or intimidation based on any of these bases interferes with work or creates an intimidating, hostile or offensive environment. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature are serious violations of this Policy and are also prohibited. Harassment also occurs whenever submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment, or whenever submission to or rejection of such conduct is used as the basis for employment decisions.

The University recognizes that harassment or accusations of prohibited harassment are serious and may have substantial impact on the career and lives of the parties involved. Therefore,

confidentiality shall be maintained during any investigation, conciliation or other process. Any employee who violates this Policy will be subject to corrective action, which may include discipline up to and including discharge.

We are aware that conduct, comments or behavior which might be offensive to some individuals might be considered inoffensive to others. Because of this, it may be difficult for the University to learn of and take effective action to halt harassment unless the affected individual alerts University representatives both to the occurrence and the fact that the conduct in question is offensive or unwanted.

You are not required to approach the harasser or any other specific individual. This Policy will not be effective, however, without the cooperation of all members of the institutional community. Any individual who believes that he/she has been subject to harassment has the duty to promptly bring this fact to the attention of the University in accordance with the following procedures:

- **Informal Process:** Employees who believe that they have been the victims of harassment should contact the Director of Human Resources. First efforts in response to a complaint shall be made informally by the director working with the appropriate University personnel. Every effort shall be made to assure the privacy of the complainants and those accused of discriminatory practice.
- **Formal Process:** In the event that informal attempts at mediation prove unsatisfactory, the complaint shall be referred to the appropriate university existing judicial body for consideration. Cases heard in such a forum shall be handled according to existing practices and procedures.

If an investigation reveals that harassment has occurred, the University will take immediate and appropriate corrective action reasonably designed to halt the harassment and prevent recurrences, which may include discipline or discharge of the harasser. In addition, University policy is violated by anyone who makes a false accusation of harassment by another person.

Retaliation or discriminating against someone for complaining about harassment is prohibited. Accordingly, witnesses or other individuals who cooperate in a harassment investigation are protected against retaliation. If you believe you have been retaliated against, even if the retaliation is subtle, report this fact immediately to the Director of Human Resources or to any other University representative. Anyone found to have retaliated against an individual because of a harassment complaint or because of cooperation in the investigation of a complaint will be subject to discipline or discharge.

The Director of Human Resources shall be responsible for the coordination, dissemination and implementation of this Policy. The director shall work closely with senior academic and non-academic administrators to assure compliance with the provisions of this Policy and shall serve as a resource with regard to harassment-related matters.

Each vice president, program or office director, department chairperson, administrator and supervisor shall cooperate with the Director of Human Resources in the implementation and dissemination of the Policy and in providing an environment free of harassment. Such officials shall refer complaints arising under this Policy to the Director of Human Resources.

It is the obligation of every faculty and staff member of the University in his/her area of responsibility to adhere to this Policy.

Adopted 2012

Workplace Romantic/Sexual Relationships

For the purposes of this policy, “student” includes all enrolled full or part-time undergraduate and graduate students.

For the purposes of this policy, “employee” includes full and part-time faculty (including adjunct), full and part-time administrative staff, full and part-time support staff and administrators.

Exemption

The following policy does not apply to employees or students who are married or in domestic partnerships.

Romantic or Sexual Relationships Between Employees and Students

Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with others there is always an element of power. It is incumbent upon those with authority not to abuse, nor to seem to abuse, the power with which they are entrusted. Such relationships have the effect of undermining the atmosphere of trust on which the educational process and work environment depend. Therefore, romantic or sexual relationships are prohibited when they occur between any employee and student.

Even when both parties have consented to the development of such a relationship, it is the employee, by virtue of his or her violation of this policy, who will be held accountable and may be subject to disciplinary action by his or her supervisor(s), up to and including termination.

Romantic or Sexual Relationships Between Employees

Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with others there is always an element of power. It is incumbent upon those with authority not to abuse, nor to seem to abuse, the power with which they are entrusted.

Therefore the University prohibits an evaluative or supervisory relationship between employees where a romantic or sexual relationship exists. Should such a relationship develop, the employees each have the obligation to promptly disclose its existence to any of their supervisors or to Human Resources. The employees’ supervisors, in consultation with Human Resources and with the employees, will determine the appropriate steps to prevent a supervisory or evaluative role between employees in a romantic or sexual relations. Such measures may include potential transfer of one employee, reassignment, or separation from employment.

This policy applies to all employees without regard to the gender, sexual orientation or other protected characteristic of the individuals involved. Even when both parties have consented to the development of such a relationship, both parties will be held accountable for a violation of this policy, and may be subject to disciplinary action by their supervisors, up to and including termination.

Revised March 14, 2016

Gender Based and Sexual Misconduct (Title IX) Policy

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment, sexual exploitation and sexual assault. It is often thought of as a law that applies exclusively to intercollegiate athletics programs. This is incorrect. In fact, Title IX is much broader than athletics and applies to all programs at Carroll University. While compliance with the law is everyone's responsibility at Carroll, listed below are employees who have primary responsibility for Title IX compliance. If you have a complaint against a staff member or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Human Resources Department.

Title IX Coordinator

Lorraine Forcinito

Director of Human Resources
Human Resources House 104
262-524-7124
lforcini@carrollu.edu

Title IX Deputy Coordinator For Students

Theresa Barry

Vice President of Student Affairs
Kilgour 121
262-524-7332
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Title IX Deputy Coordinator For Faculty

Joanne Passaro

Provost and Vice President for Academic Affairs
Voorhees 209
262-524-7364
jpassaro@carrollu.edu

Weapons Policy

All Carroll University employees are prohibited from possessing any firearm or other weapon in the scope of their employment. The only exception to this prohibition is an employee's own locked motor vehicle. Consistent with state and federal law, law enforcement officers may possess and use their service firearm or other lawful weapon on University property.

Review complete policy at: <http://www.carrollu.edu/campus/safety/weapons.asp>

Adopted September 2011

Alcohol Abuse and Drug-Free Workplace Policy

Purpose and Goal

Carroll University is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This policy is issued by the University to satisfy the University's obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. 702, and the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C. 1145g.

Covered by this Policy

Any individual who conducts business for the University, is applying for a position or is conducting business on the University's property is covered by our alcohol abuse, drug-free workplace policy. Our policy includes, but is not limited to all employees, including contract employees, contractors, volunteers, interns and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the University. Therefore, this policy applies during all working hours, whenever conducting business or representing the University, while on call, paid standby, while on University property and at University-sponsored events.

Prohibited Behavior

It is a violation of our drug-free workplace policy to unlawfully use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. The abuse of alcohol or the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the University. The controlled substances prohibited in the workplace include, but are not limited to, marijuana, other hallucinogens, cocaine, heroin, narcotics, amphetamines, and their respective derivative forms or other drugs not prescribed by a licensed physician for the treatment of a current medical disorder. The abuse of prescription medications is also prohibited by this policy. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner for the employee and fellow employees. Employees must abide by this policy as a condition of employment.

Notification of Convictions

Any employee who is convicted of a criminal drug violation or alcohol statute for conduct in the workplace, must report the conviction to the Human Resources Department in writing no later than five calendar days after the conviction.

Any employee who pleads guilty to or otherwise is convicted of driving under the influence of alcohol and who, as an essential function of the employee's job, operates a motor vehicle, machinery or other motorized equipment that could be dangerous to himself/herself or others, will not be permitted to operate such vehicle, machinery or equipment until the employee has undergone an Employee Assistance Plan (EAP) alcohol and/or drug assessment and has complied with all recommended programs. Additionally, to the extent an individual has his/her driver's license revoked or suspended as a result of a conviction or guilty plea to driving under the influence of alcohol, he/she will not be permitted to operate such vehicles until the license is reinstated. The individual may be discharged or may be reassigned to another position during this time period, depending on the circumstances.

An employee so convicted may be subject to immediate suspension or termination. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

Violations of this University policy, which includes unlawful conduct, will be subject to corrective action, up to and including suspension or termination regardless of classification of employees, depending upon the severity and/or frequency of the violation. Corrective actions will be progressive and applied equally to all employees, with the exception of those employees who actions necessitate immediate and decisive disciplinary measures including suspension or discharge.

Corrective Action per the Employee Manual is normally administered as follows:

Disciplinary and corrective action(s) may be taken by the University at its discretion taking into account the following steps of progressive discipline when appropriate. The level and steps of discipline to take in a particular situation involve evaluation by the University of the severity of the offense, the circumstances associated with the matter under review and the overall work record of the employee. The University's determinations regarding those matters, including a decision to immediately terminate an employee, are exclusive, final and binding. It is not required that each step of progressive discipline be followed in every instance.

Where the University deems it appropriate, the following steps may be taken:

- Oral warning with written documentation to the Human Resources Department and appropriate senior staff member.

- A written warning with a copy of the documentation to the employee, the appropriate senior staff member, immediate supervisor and the Human Resources Department.
- If performance/misconduct problems continue, a second written warning with unpaid suspension of up to three days will be given. Copies of the warning document will be given to the employee, the appropriate senior staff member, immediate supervisor and the Human Resources Department.
- Termination with written documentation to the Human Resources Department and appropriate senior staff member.

Any employee who violates the alcohol and drug abuse policy and is not terminated will be subject to a mandatory Employee Assistance Program (EAP) referral for addiction assessment and will be required to attend, at the employee's expense, a recommended treatment program offered by an outside provider if the assessment indicates treatment is appropriate. An employee who completes any required treatment program must also comply with any after-care program established by the treating facility. Failure to comply with any of the above requirements will result in disciplinary action up to and including suspension or termination.

Assistance

Carroll University recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP), Lincoln Financial Group.
- The EmployeeConnect services through Lincoln Financial Group are available to all employees and family members of employees.
- Contact <https://www.guidanceresources.com/> (username= LFGsupport; password = LFGsupport1), or talk with a specialist at 888-628-4824 for specific resources available.
- Carroll University allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.
- Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- This policy is included in the employee manual.
- All employees will receive a written copy of the policy annually via email.
- The policy will be posted on the Human Resources Department Page at "my.carrollu.edu".
- The policy will be reviewed in orientation sessions with new employees.

- Posters and brochures will be available at all locations.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.

Revised August 13, 2015

Tobacco-Free Policy

In order to provide a healthy working and living environment for Carroll's students, staff, faculty and neighbors, Carroll University is a tobacco-free campus. The use of tobacco and electronic nicotine delivery systems is not permitted in university buildings, on university grounds or in university-owned vehicles. There are no designated smoking areas on campus.

Review complete policy at: https://my.carrollu.edu/ICS/Departments/Health_Services/Free-form_Content.jnz

Revised April 22, 2014

Family Leave Act

Certain employees may be eligible to take paid or unpaid family or medical leave under federal or Wisconsin law.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 12 months to take the following leaves in a calendar year for one or more of the following reasons:

- Up to six weeks of family leave for the birth or adoption of a child.
- Up to two weeks of leave in a calendar year for the care of a child, spouse, domestic partner, or parent or a parent of a spouse or domestic partner with a serious health condition
- Up to two weeks of medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work.

Federal law allows employees who have worked at least 1,250 hours in the past 12 months to take up to 12 weeks of leave in a calendar year for one or more of the following reasons:

- Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
- Family leave to care for a child, spouse, or parent suffering from a serious health condition.
- Medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work
- Military Caregiver Leave for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty"

Federal law allows employees who have worked at least 1,250 hours in the past 12 months to take up to 26 weeks of leave in a calendar year for:

- Military Caregiver Leave to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Generally, an employee needing to take family leave for birth/adoption/foster care placement should request leave from his/her supervisor at least 30 days in advance of the need. An employee should make reasonable efforts to schedule planned medical treatment so as not to disrupt unduly the operations of the University. Generally, employees should provide at least 30 days' notice for planned medical treatments for themselves or family members, and as much notice as practicable in emergency situations.

You will be required to complete a leave of absence form and a medical certification form which will need to be signed by the health care provider. Failure to return the completed medical certification within 15 days will result in a delay of the leave. These forms are available from the Human Resources Department.

Family and medical leaves are unpaid under federal law. However, your group health insurance and other insurance will remain in effect during the leave as if you continued working. As appropriate, an employee may elect or be required to apply vacation or other accrued compensation during this family or medical leave. As appropriate, an employee on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability benefits.

Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent employment position.

Additional leave beyond the federal or state leave may be granted by the University in its discretion.

This policy provides an introduction to the rights provision of the family and medical leave laws. Questions you may have about this law should be directed to the Human Resources Department.

Revised February 6, 2015

Mass Mailing Policy

Faculty and staff e-mail lists should be used only for University business and official University communications. Use e-mail lists for departmental updates and notices, announcements of University activities, and reminders of deadlines. When similar lists become available in voicemail, the same principle will apply.

Lists of faculty, staff, students, parents, alumni, and donors, such as those taken from computer reports or the Faculty and Staff Directory, are considered privileged information to be used for University business only.

Children at Work Policy

In the interest of the safety and welfare of all, faculty and staff should refrain from bringing their children to work for extended periods of time and/or on a regular basis.

Pets at Work Policy

Due to potential liability issues, faculty and staff should avoid bringing pets to work.

Communications Systems Policy

Carroll University communication systems (including, but not limited to, computers, telephones, fax machines, online computer services, voicemail, e-mail, e-mail aliases) are to be used only for conducting University business. This means that such communication as solicitation of products and services, personal business, offensive, harassing, insulting language, chain letters, pyramid schemes, and time consuming messages is prohibited.

Use of University Employee and Student Information

The Faculty and Staff Directory and lists containing names and addresses of students, parents, faculty, and staff are considered privileged information to be used for University business only. Making available such lists to any off campus person or group or the use of this information for other than University business is prohibited.

Policy on Demonstrations, Including Protests, Marches and Rallies

For the purposes of this policy, “student” includes all enrolled full or part-time undergraduate and graduate students.

For the purposes of this policy, “employee” includes full and part-time faculty (including adjunct), full and part-time administrative staff, full and part-time support staff and administrators.

For the purpose of this policy, the word “demonstration” includes all demonstrations, protests, marches, rallies, leaflet distribution or other activity involving the public display of a group or multiple groups on University property. Please refer to the Policy on Partisan Activity for partisan political events.

This policy applies to all members of the University community defined as students, employees, contracted vendors, volunteers, and their invited guests as well as to those third party individuals or groups visiting the University independent of any specific invitation.

Carroll University supports the right of individual students, recognized student organizations, and employees to dissent and to demonstrate providing such activities do not disrupt normal

campus operations, obstruct free access to University buildings, or infringe upon the rights of others. It is the intent of this policy to insure that all demonstrations on campus occur with minimal threat to the safety and security of persons or facilities and with minimal disruption to educational activities through proper planning and scheduling.

The University does not condone behavior that violates the freedom of speech, choice, assembly, or movement of individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others.

The following guidelines will apply to all demonstrations:

- Demonstrations will be permitted in the following locations, unless the space has previously been reserved by another University department or organization: the Quad Lawn and The Van Male Plaza.
- Persons or their belongings may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
- Persons or their belongings may not block or otherwise interfere with ingress and egress into and out of campus buildings.
- Persons or their belongings shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.
- Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
- Persons shall comply with the directions of any University official acting in the performance of his or her duty.
- Classes or other scheduled activities shall not be disrupted.
- Use of public address systems and amplified sound will not be permitted without prior approval from the Office of Reservations and Event Services. Such approval is contingent upon review of potential impact on classes or other scheduled activities.
- Where an invited speaker is the object of protest, persons may demonstrate outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience, paying admission fees where applicable, and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. If they choose not to leave, University Public Safety Officers will escort them out. Signs, placards or similar paraphernalia associated with a demonstration will not be carried into any building.
- The safety and well-being of members of the campus community collectively and individually must be protected at all times. The University maintains the right to define the time, place and manner in which activities occur on campus. The Office of Reservations and Event Services will identify appropriate spaces for planned and spontaneous demonstrations.
- University property must be protected at all times.
- The University reserves the right to require the presence of University Public Safety Officers at any demonstration. In certain circumstances, searches or metal detectors may be used to ensure safety. The costs for these officers are to be paid by the organization holding the demonstration.

- Persons engaging in activities on University property are subject to and expected to comply with all applicable University policies and procedures.
- Persons who are not students or employees, may participate in demonstrations, rallies, or equivalent activities only upon invitation by a student or employee.

This policy does not supersede any local, state or federal laws and regulations. Members of the University community that plan a demonstration and fail to follow outlines procedures will be referred to the appropriate governing or discipline body. Since organizations and persons who are not students, recognized student organizations, or employees of the University are not subject to University discipline procedures, failure to comply with this policy may result in action under terms of local and State law, as appropriate.

Guidelines for Scheduled Demonstrations

Registered student organizations or other campus constituents that wish to schedule a demonstration, rally, or equivalent activity, may request the space through the regular reservation procedure up to forty-eight (48) hours in advance.

Guidelines for Unscheduled Demonstrations

Occasionally, events occur which demand immediate public outcry, and it is not the intent of this policy to limit the University community's rights to protest such events. However, it is inappropriate for events which have been planned to circumvent the policies by claiming to be spontaneous. Because prior approval from the Office of Reservation and Events Services is not possible for unscheduled demonstrations, the use of public address systems or amplified sound is prohibited for unscheduled demonstrations.

Revised March 14, 2016

Policy on Partisan Political Activity

In order to ensure Carroll's compliance with the restrictions placed on the University as a tax-exempt organization, members of the University community must adhere to the following guidelines:

- When endorsing or opposing a candidate for political office or taking a position on an issue for the purpose of assisting or opposing a candidate, individuals and groups within Carroll University must make it clear that they are speaking only for themselves and not the University.
- Carroll University's name and insignia may not be used on stationery or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign.
- Funds or other contributions may not be solicited in the name of Carroll University for political support or carrying on a political campaign.
- Carroll employees may not perform tasks related to partisan political activities during working hours.
- The following may not be used for political campaign purposes:
 - The University's mailing resources;
 - University mailing lists-including the addresses and e-mail addresses of students, faculty, staff, emeriti and alumni;

- University-provided office supplies, computers, telephones, facsimile machines, copiers, etc.;
- The University's sales tax exemption for purchases of goods and services.

Partisan Political Campaign Events on Campus

When a University organization composed of University faculty, staff, students and other representatives sponsors a partisan political campaign event, there are a number of considerations to keep in mind:

- University organizations may reserve through the Office of Reservations and Event Services available University building space (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) to engage in partisan political activities within the University community, provided that such organizations:
 - Pay for the costs of such activities and
 - Pay rental fees for the use of such facilities that they would otherwise be charged. University funds, including student organization budgets, may not be used for campaign materials.
- No campaign fund-raising is allowed.
- A disclaimer must be included in all written materials and advertising, and announced at the beginning of all events: "Carroll University does not support or oppose any political candidates. The views expressed are those of [the candidate or other partisan political speaker] only. The [Carroll-related group] is sponsoring this event." The distribution of written materials must be limited to time and location of the event.
- Organizations that are composed of non-University members, participants or employees are ineligible to use University space to engage in partisan political campaign activities.
- Certain non-partisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position.

Adopted November 2014

Information Technology Acceptable Use Policy

Carroll University is a community for learning. To foster and encourage the growth of this community, the Carroll Compact describes the shared Carroll University values. The Carroll University Information Technology Acceptable Use Policy serves to complement the Carroll Compact and also establishes the rights and responsibilities of all who receive access to the University's information technology resources.

The use of these resources is a privilege granted by the University to students, faculty and staff in order to provide instruction, conduct official business of the University, fulfill employee job duties, engage in academic studies, and complete all other University-sanctioned activities or responsibilities. Each member of the Carroll community is expected to use the University's facilities and information technology resources responsibly, ethically, civilly, and in compliance with university policies, local, state and federal laws. The information technology resources owned and operated by Carroll University include, but are not limited to, computers, servers,

scanners, printers, software, electronic mail, voicemail, data, computer labs, and data and telephony networks, including Wi-Fi or wireless networks.

The following rules of acceptable use are intended to provide guidance for all in the Carroll Community regarding legal and ethical use of the University's information technology resources. It is your responsibility to familiarize yourself with this policy and abide by its terms. Failure to comply with this policy or relevant laws may result in suspension and/or revocation of one's privilege to access and use the University's information technology resources, as well as other disciplinary action as defined in, but not limited to, the Student Handbook, the Faculty Manual, Personnel Policies and any other University policies and procedures. Further, violations also may result in criminal prosecution under federal and/or state law. The University reserves the right to refuse to defend any employee, faculty member or student named in a suit or action claiming copyright infringement, or to pay any damages resulting from a judgment in such a claim or action. The University also reserves the right to revise, amend or modify this policy at any time. If you observe someone violating this policy, you are expected to report it to the Director of Information Technology Services (ITS).

Privacy Issues

Members of the Carroll Community are assigned userids and associated passwords allowing access to certain technology resources. Each individual receiving access to the information technology resources of the University is entitled to privacy in these userids and passwords. Each member of the Carroll Community must accept the burden for the responsible use of userids and passwords.

The University respects the privacy of all students, faculty and staff and will not routinely monitor a user's files or electronic communication. Users should be aware that electronic data, software, and communication files may be backed up and stored. Data deleted by users may be preserved on backup media and retrieved in accordance with this policy.

To preclude violating the privacy rights of members of the Carroll Community, members are expected not to:

- Access the contents of files of another without the express authorization from that user;
- Intercept or monitor any network communications not meant for you;
- Use the information technology resources to transmit private or personal information without the express permission from the individual(s) affected;
- Create programs to secretly collect information about the system's users;
- Use aliases, nicknames, pointers or other electronic means to impersonate, redirect or confuse others using the University's network or use the network anonymously.

The University retains the right to access, monitor, and disclose the contents and activity of any member's account(s) and to access any University-owned technology resources and any privately owned technology resources connected to the University network.

This action may be taken if the Director of Information Technology Services and the area Vice President appropriate to the circumstances determine that there is sufficient evidence to expect that the content or activity:

- That is unrelated to or inconsistent with the mission of Carroll University.

- Endangers the University's computing resources or the information of other users, such as a computer virus or other destructive program.
- Contains child pornography or other illegality, such as the use of copyrighted material, software used in violation of licensing agreements, harassment of any kind, theft, unauthorized access and/or other violations of Carroll policy or law.

Copyright Infringement

Almost all forms of original expression that are fixed in a tangible medium are subject to copyright protection, even if no formal copyright notice is attached. You should assume materials that you find on the Internet are copyrighted unless a disclaimer or waiver is expressly stated. The copyright holder has extensive rights; you must contact the copyright holder and ask permission to copy, use or display the material.

Although this is not an exhaustive list, you are likely to violate copyright by:

- Placing materials owned by others on your web page, or for other use or display, without the express permission of the copyright owner.
- Displaying pictures or graphics you have not created.
- Offering sound recordings you have not produced yourself.
- Linking to pages within a site without first accessing the web site home page or to pages with infringing materials.

General Use of Information Technology Resources

The following are the guidelines for the general use of information technology resources by those in the Carroll Community:

- Avoid wasting computing resources by excessive game playing; sending chain letters, frivolous or excessive messages; printing excessive copies of documents, files, images or data; and using excessive amounts of storage.
- The University has secured and/or purchased many software programs governed by contracts or licenses that state they may be used but not copied, cross-assembled or reverse-compiled.
- Each Carroll user is responsible to determine that programs or data are not restricted by contract or license before copying them in any form. Inappropriate use of software may constitute software piracy. The unauthorized copying of computer software or data constitutes copyright infringement, which is illegal and will subject one to civil and criminal penalties. If you wish to preview computer software, please contact ITS. ITS will determine whether the software is compatible with the University's information technology system and inform the potential user of all associated licensing agreements prior to preview or downloading.
- The unauthorized duplication, use or distribution of the intellectual property of others is prohibited.
- Members of the Carroll community may not connect any computer as a server or any network or Internet router, switch or hub to the University's network unless it meets the technical and security standards established by the University and the member has obtained explicit permission to connect the device to the Carroll University network.
- No member of the Carroll Community may, without proper authorization, modify or reconfigure software or hardware of any University computer, network or system.

- Technology resources may not be used for commercial purposes or for personal financial gain unless written permission is granted by the area Vice President.
- The University sanctions the occasional use of the University computer network, e-mail services, and University provided computer equipment such as laptops and tablets for non-university-related purposes. This use is a privilege and not a right. Examples of such use would include accessing information on a web site or sending or responding to an e-mail.

E-Mail Use

Access to and the responsible use of e-mail on campus is important for both academic and administrative purposes.

However, it is essential that all who use the University's information technology resources for electronic communication abide by state and federal laws governing electronic communication, rules of electronic etiquette and University policy as defined below:

- Messages sent in the form of e-mail must meet the same standards for distribution or display as if they were tangible documents. Individuals must identify themselves clearly and accurately on all e-mail messages. Willful misrepresentation of one's self, as another individual is not permitted on the University's network or in any electronic communication with other parties.
- E-mail may not be sent by an individual with the intent of disrupting communication or other systems services. For example, use of electronic chain letters wastes valuable computing resources and may be considered to be harassment.
- Electronic communication that is unwelcome repeated or has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance, by creating a hostile, intimidating or offensive educational or work environment constitutes harassment and is prohibited. Harassment targeted toward an individual on the basis of one's sex, race, color, gender, disability, religion, national origin, sexual orientation, veteran's status or age will not be tolerated. If you receive unwanted e-mail, notify the sender that it is unwelcome. If the communication continues after the sender has been placed on notice, please contact the Human Resources Department or the Vice President of Student Affairs.
- Use of profanity or obscenity is prohibited. All users of e-mail bear the responsibility to use the system in a manner that promotes learning, mutual understanding, and the mission of the University.
- E-mail should not be used for mass mailings to the entire University Community except when the message is of benefit to the campus as a whole. Announcements intended for the use of individual groups within the Community should be sent only to those smaller groups.
- "E-Mail bombing" which floods a recipient with numerous e-mail messages as an attempt to disrupt them or their site will not be tolerated on campus.

Web Pages

Faculty, staff and students may establish unofficial internal web pages. These web pages are not considered official University publications and the author(s) bear full responsibility for the pages' content. All web pages must be in compliance with University policies and procedures.

Additional guidelines for the development of unofficial web pages include the following:

- The party responsible for individual's web pages must be clearly and readily identifiable on the pages. Further, all unofficial web pages must carry the following disclaimer: "This page is not a publication of Carroll University, and Carroll University has not edited the content. The author(s) of this page are solely responsible for the content."
- Any electronic documents or web pages found to be in violation of University policies and procedures will be subject to removal and will result in the loss of access to systems, administrative sanctions, and/or legal action.
- Unofficial web pages may not represent themselves as an official site for a non-Carroll University organization, or be used to conduct commercial enterprise, or for personal financial gain.
- The principles of intellectual and academic freedom will be applied to the development of electronic web pages. However, the contents of the web pages may not violate copyright law or other local, state or federal laws.
- To ensure the appropriateness of unofficial web pages, as well as adherence to University policies and procedures, these sites may be reviewed by the ITS department.

Preservation/Backup of Electronic Resources

Information Technology Services at Carroll University is responsible for preserving University-owned information technology resources of the University. As part of that responsibility, ITS will do periodic security checks of the campus network and its related components and will backup enterprise data on Carroll-owned servers. Occasional interruptions may occur due to a system or network failure and/or power outages. Such interruptions may result in the loss of data, files or software. Therefore, it is recommended that all community users back up their work frequently. Carroll University will not be liable for the loss of data, damages, service interruptions, or failure to deliver services. The University disclaims any responsibility for any data, information and/or materials stored on non-Carroll systems even if connected to Carroll data networks.

Misuse of Technology Resources

As a community for learning, Carroll University supports the development of an open environment that fosters professional and scholarly growth. However, the University will not sanction conduct that constitutes a misuse of technology resources including violations of the University's mission, policies and procedures, and state, federal and local laws.

If the University determines that technology resources have been misused, it retains the right to:

- Suspend access to all technology resources including use of University-owned computers, access to the data network, and access to all University applications including e-mail;
- Take appropriate actions and instigate processes in accordance with Student Handbook, Faculty Manual, Personnel Policies, and any other University policy;
- Report the misuse to law enforcement officials if there is reason to believe federal or state laws have been violated.

Members of the Carroll University Community are expected to report any misuse to the Director of Information Technology Services. Prior to taking any action to suspend access or monitor activity, the Director of Information Technology Services will obtain permission from the individual's area Vice President.

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