

# HARRIS-STOWE STATE UNIVERSITY

## **University Policy Statements and Acknowledgement Forms**

### **Includes:**

- **Acceptable Use For Academic Computing Policy**
- **Harassment Policy**
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### **PAGES FOR SIGNATURE:**

- **Acceptable Use For Academic Computing Policy**
- **Harassment Policy**
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# HARRIS-STOWE STATE UNIVERSITY

## ACCEPTABLE USE POLICY FOR ACADEMIC COMPUTING

### INTRODUCTION

Accessibility to the Internet provides new and exciting ways to improve our access to information and changes the way we communicate with our colleagues and the world. With these new opportunities, there are certain rights and responsibilities to which each user is expected to adhere. These rights and responsibilities are designed to do the following:

- Ensure compliance with the rules and responsibilities on the networks we connect to.
- Educate users as to what is acceptable and unacceptable use.
- Inform users about certain security aspects of using the Internet.

All users of Harris-Stowe State University computer networks are expected to be familiar with and will be held accountable for compliance with this policy. This policy is not meant to limit use of the Internet, but to ensure its appropriate use. Remember, each time you use the university's connection to the Internet, you are a representative of the university!

This policy is subject to change and should be reviewed periodically for questions of compliance. Due to the volatile nature of the Internet and the continuing expansion of services available to the university community, this document will be updated and expanded over time as needed.

### PRIMARY PURPOSE

The primary purpose of the university's computers, network and connection to the Internet is to provide faculty, staff, and students with access to local and networked resources and information services which support education, research and administrative functions consistent with the mission of the university.

### GENERAL POLICIES

Computer use has become an integral part of many institutional activities. While much computing is now done on individual computer workstations, most information and communications systems either reside on central computers or use networks. Procedures for gaining access to and making optimum use of these resources (including the steps to be taken in lodging complaints) are available to users.

## USE OF E-MAIL

The e-mail system provided by the institution is to be used in a manner consistent with carrying out work-related duties of the individual user, department or institution as a whole. Use of the system for personal mail, private commercial activities or other non-work related communication is not permitted (see exception below.) Additionally, the following types of e-mail are not permitted:

- Sending e-mail to *everyone* on the system unless the message is work-related and applies specifically to every employee. This is referred to as spamming\*.
- Sending unsolicited external group mailings. This is referred to as spamming\*.
- Sending or forwarding any e-mail of the chain-letter type. While there is currently no federal law against this as there are laws against traditional mail, chain letters are considered a form of harassment by many users and the sender may be liable under those laws.
- Sending any e-mail to personally-constructed groups to whom the mail does not apply. One example would be e-mailing some unsolicited "humorous" item to a group you have created. This is considered a form of harassment by many users and the sender may be liable under those laws. (This also violates the restriction of using the system for work-related messages only.)

### ***Exception:***

- Use of the system for moderate amounts of necessary personal communication to *individuals* inside or outside the system is permitted. This should usually be done on personal time.

\* **Spam (or Spamming)** - An inappropriate attempt to use a *mailing list*, or *USENET* or other networked communications facility as if it was a broadcast medium (which it is not) by sending the same message to large numbers of people who did not ask for it.

## USE OF EXTERNAL NETWORKS

Members of the community who use networks or facilities not owned or controlled by the institution will adhere to the policies and procedures established by the administrators of these networks and facilities. (These can usually be obtained from the network information center or Acceptable Use Policy of the network in question.) Use of institutional computing resources must follow the guidelines of all of the networks traversed.

## USE OF INTERNAL NETWORKS

The HSSU network has been designed with two separate hardware and software security areas - one called Instruction for student computers and accounts and one called Administration (formerly Academic) for faculty and staff. These areas have different functions and provide access to different parts of the network.

The Instruction or student network consists of the labs, classrooms, library open area and other specially set up open areas. This network allows access to media, streaming video, the student web and other areas and resources appropriate for instruction.

The Administration network consists of faculty and staff departments and offices and other limited use areas. This network allows access to the student information system and the financial system of the institution and other administrative resources. Because of the availability of sensitive data on this network, students are not given login privileges by the network administration staff, nor should they be allowed to use existing faculty and staff accounts. Use of Administrative computers by students could potentially violate federal or state laws.

## **CONFIDENTIALITY**

In general, the institution will treat information stored on computers as confidential (whether or not that information is protected by the computer operating system). Requests for disclosure of information will be honored only under one of the following conditions:

- When approved by the appropriate administrator or security officer.
- When authorized by the owners of the information.
- When required by local, state, or federal law.

Except when inappropriate, computer users will receive prior notice of such disclosures. (Viewing of information in the course of normal system maintenance does not constitute disclosure.)

Warning: Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

## **RESPONSIBILITIES OF USERS**

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer account privileges, passwords, and any type of authorization that are assigned to individual users should not be shared with others.
- The user should assign an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.
- The microcomputer user should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes.

Ultimate responsibility for the resolution of problems related to invasion of the user's privacy or loss of data rests with the user. Harris-Stowe State University assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.

## **PERSONALLY OR NON-INSTITUTIONALLY OWNED HARDWARE / SOFTWARE POLICY**

- We do not install, or attach personal property (this includes hardware and software) to the school computers or network.
- If someone has installed personal property on or in a computer, we will not maintain or repair that computer while the personal property is installed or attached.

- The person who installed the personal property must remove or uninstall it before we will upgrade or repair either the hardware or software on that computer.
- We do not diagnose, repair, or install software to personally owned computers or peripherals.
- Anyone wishing to connect either a wired or wireless computer or other device not owned by this institution to the network must do the following:
  - the item must be checked in with Campus Safety and an "Identification Form For Bringing Personal Property On Campus" form must be filled out.
  - the item must be brought to either the MIS department or the library technical support staff, along with a copy of the filled out Campus Safety form, for approval prior to making a connection, wired or wireless
  - computers must be running an up-to-date anti-virus program the entire time they are connected, wired or wireless
  - all other university policies must be followed while on campus or connected to the network.

### **UNACCEPTABLE OR ILLEGAL USE**

Computing resources may only be used for legal purposes by the public and staff. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users.
- Libeling or slandering other users.
- Violation of another user's privacy.
- Destruction of or damage to equipment, software, or data belonging to the institution or other users.
- Violation of software license agreements.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying or use of copyright-protected material.
- Unauthorized copying or use of materials that violates the intellectual property rights of others.
- Disruption of normal network use and service. Such disruption includes, but is not limited to, the propagation of computer viruses, the violation of personal privacy, spamming, or the unauthorized access to protected and private network resources.
- Use of HSSU computing resources for commercial or private money-making activities.
- Use of HSSU computing resources for purposes which violate any federal, state, or local law.
- The installation or use of software and/or hardware on publicly used equipment belonging to the institution without prior authorization from HSSU personnel designated to approve such requests.

## **COOPERATIVE USE**

Computing-resource users can facilitate computing in many ways. The institution endorses the practice of cooperative computing. Facilitating good computing habits includes the following:

- Regular deletion of unneeded files from one's accounts on shared computing resources.
- Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity.
- Refraining from overuse of interactive network utilities.
- Refraining from use of sounds and visuals which might be disruptive to others.
- Refraining from use of any computing resource in an irresponsible manner.

## **DISPLAY/DISSEMINATION OF SEXUALLY EXPLICIT MATERIALS**

Use of Internet access stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material on campus is prohibited. Violators of this policy in public areas such as the library or labs will be removed and will have their computer use privileges revoked. Violators in offices will be subject to sanctions defined elsewhere.

## **PAGE CONTENT**

Pages submitted for placement on any of the HSSU webs must comply with the acceptable-use policy. No page posted on any of the HSSC webs may contain copyrighted materials without written permission from the owner of the materials in question. While there are no specific rules regarding non-copyrighted materials that can be on a page, the page author must consider the current acceptable use policy, good taste, community standards, and the potential viewing audience. In open labs and public areas this includes passersby who may be able to view the computer screen and its contents. Finally, no page posted on any of the HSSU webs may contain illegal material of any sort. While the university makes all reasonable attempts to monitor compliance with this policy, internal pages may have links to an external site whose content is beyond our control.

## **SECURITY AND PRIVACY ISSUES**

### **Privacy**

- The university does not collect and use information from users connecting to its sites either by cookies or any other means except when explicitly stated in survey or information request pages.
- Information submitted on survey or information request pages is only used for the purpose specified and data from these forms is not distributed either internally or externally.
- Users of the Internet should be aware that no guarantees can be made concerning the privacy and security of information transmitted across the Internet. Although highly unlikely, it is possible that third parties (including system administrators and hackers) can read, intercept, modify, or forge information traveling across the Internet.

## **Security**

- Since much of the information available on the Internet is not produced or provided by the university, users are urged to verify the source and content of information for its usefulness prior to using it. The university is NOT responsible for information obtained from sources outside the university.
- Electronic mail passwords are your key to the security of your mail both in and out of the building. Anyone who has access to both your username and password has the potential to access your electronic mail. Users are cautioned not to share their passwords with ANYONE. Please choose your passwords carefully. The most secure passwords are at LEAST eight (8) characters in length and containing at least one symbol such as: !@#\$\$%^&\*()-= ]. DO NOT USE PASSWORDS THAT ARE EASILY GUESSED, SUCH AS YOUR NAME, YOUR CHILDREN'S NAMES, ADDRESSES, or anything associated with you. These are usually the first choices for someone trying to guess your password!
- A Security Incident Response Team has been established at the university to respond to reports of security violations. The security policies of the university are defined in the Security Policy and may be viewed there. [Click HERE to view Security Policy.](#)

## **SANCTIONS**

Violators of computing-resources-use policies may lose library, lab, or other use privileges. (Staff will be subject to normal disciplinary procedures as well.) Violations of the policies for legal and ethical use of computing resources (described above) will be dealt with in a serious and appropriate manner. Illegal acts involving computing resources may also be subject to prosecution by local, state, or federal authorities.

The Security Incident Response Team is required to prepare an official security report for complaints brought by or against any Harris-Stowe State University computer user. In cases where a complaint has been filed against a member of the Harris-Stowe State University faculty or staff, completed security reports will be forwarded to divisional vice-presidents overseeing departments from which violations have originated. Additional security reports will be filed with the HSSU Vice-President of Academic Affairs, HSSU MIS-CIO, and, when applicable, MORENET or other outside authorities.

## **DISCLAIMER**

Since the Internet is a global electronic network, there is no state/county/local control of its users or content. The Internet and its available resources may contain material of a controversial nature. The institution cannot censor access to material nor protect users from offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the library or other public area connections.

The university cannot control the availability or accuracy of information links which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete, or current information. Users need to be well informed consumers, questioning the validity of all information

# HARRIS-STOWE STATE UNIVERSITY

## HARASSMENT POLICY

In response to Federal law and regulations, it is recommended that the University Board of Regents approve the policy statement prepared by the University's attorney as herewith presented.

Sexual harassment is contrary to the values of this University and is prohibited by law. Every member of the University community (faculty, staff, and students) should refrain from visual, verbal and physical conduct of a sexual nature that is unwelcomed or offensive. Unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature constitute grounds for disciplinary action.

The law prohibits two types of sexual harassment. The first prohibited type occurs when submission to, or rejection of, an unwelcomed sexual advance or conduct is used as a basis for employment or academic decisions. Another type of prohibited sexual harassment is the "hostile environment" category. Here the harassment is not linked to the grant or denial of a job or academic benefit. Rather the harassment often takes the form of off-color remarks or jokes, physical conduct (patting, fondling) and/or the display of objectionable pictures. If an offensive work or academic environment is created, or if the individual's work or academic progress suffers significantly as a result of the conduct, sexual harassment can be found to have occurred.

Incidents of sexual harassment should be reported to the University administration. Persons harassed by an employee or witnesses to an incident should report the incident to the harasser's supervisor. If it is not appropriate or feasible to contact the supervisor, the offense conduct should be reported to the Provost (for complaints against faculty), the Director of Human Resources (complaints against staff and outside contract personnel) or the Dean of Student Success (complaints against students). If you have any questions, please direct them to either your Supervisor or to the Office of Human Resources. The University encourages anyone subjected to, or aware of, sexual harassment occurring at the University, or between members of the University community, to bring the matter to the attention of the University administration.

The University will investigate complaints concerning University employees and students and will notify the complainant of the results of the investigation. Normally, the person against whom a complaint is made will be notified of the complaint. The University will maintain, to the extent legally possible, the confidentiality of the complaint and investigation.

# HARRIS-STOWE STATE UNIVERSITY

## SUBSTANCE ABUSE POLICY

Harris-Stowe State University is committed to fulfilling its responsibility to its employees and students to provide a safe and productive workplace and learning environment.

Our policy is to have zero tolerance of drugs and alcohol in the workplace or on Campus property, and we will not tolerate any individual under the influence of drugs or alcohol during working time. In certain circumstances (as outlined on page 3, Section III, C) and in accordance with the guidelines of the Substance Abuse Policy, employees will be required to submit to substance abuse testing as a condition of continued employment. However, employees are not subject to random or arbitrary drug/alcohol testing.

A constructive and consistent approach in testing and consideration of legal issues such as confidentiality, use of a certified testing facility, privacy for specimen collection, secure handling of specimens and confirmation testing is also fundamental to our policy.

This policy applies to all employees, full-time or part-time or temporary.

### I. Definition of Substance Abuse/Possession

The use, abuse, presence in the body, reporting to work under the influence, bringing onto University property; possession, transfer, concealment, transportation or sale of the following illegal and unauthorized drugs and substances or drug-related paraphernalia by employees and others, or the inappropriate use or abuse of alcohol, is strictly prohibited on University premises or while on University business:

- A. Alcohol, illegal drugs, unauthorized controlled substances, abuse of inhalants, designer and synthetic drugs (including the presence of any detectable amount in the employee while working) and which may affect or alter a person's mood, senses, responses, motor functions, performance or judgement.
- B. Prescription Drugs (Legally Controlled Substances)
  - Employees who have been informed that medication could cause adverse side effects while working, or where medication indicates such warning, should inform their supervisor prior to using such substances on the job.
  - Any medication must be in its original container and must be in the employee's name and have the doctor's name and prescription number on the label.

The use of drugs/medicine prescribed by a licensed physician for the individual employee is permitted provided it will not affect work performance.

## II. Application

This policy is effective and enforceable as of October 1, 2000. All active employees will be required to review the Substance Abuse Policy and sign the Consent and Release form (Attachment C). Execution of the Consent and Release form by October 1, 2000 by current employees and upon employment by newly hired employees, as well as, compliance with the Substance Abuse Policy is required as a condition of employment.

## III. Testing and Results of Tests

The university reserves the right, in certain circumstances, to require employees to submit to substance abuse testing as a condition of continued employment. However, employees are not subject to random or arbitrary drug/alcohol testing.

### A. General

- Testing by urinalysis and blood alcohol analysis for drug or alcohol abuse will be used to aid management in the maintenance of a drug and alcohol free work environment.
- Substance abuse testing will be performed with concern for each employee's privacy and dignity, and results of such test will be treated with confidentiality.
- Cooperation in the obtaining of testing samples is required of all employees as a condition of continued employment. A refusal to submit a specimen will be grounds for discharge.
- Substance abuse testing will be conducted by a certified facility and medical staff to insure proper specimen collection procedures is followed and that laboratory data will have the greatest accuracy possible.
- Testing methods will be, but are not limited to EMIT and GCMS.

### B. Reasonable Suspicion Testing

Testing will be used when there is reasonable suspicion that an employee's behavior may be related to substance abuse.

Examples of reasonable suspicion include; a sudden unexplained decline in work performance, and avoidable injury; an accident or safety violation; careless or reckless handling of equipment or visual observation suggesting impairment. No referral based on visual observation will be made until another member of management verifies there is cause for such referral. Visual observation could include slurred speech, the inability to walk in a straight line, the noticeable odor of alcohol on the breath as well as frequent unexplained absences from the assigned work area.

No drug or alcohol reasonable suspicion testing will be performed unless a referral form has been completed and approved by the appropriate manager. The employee will be asked to sign Consent to Testing form and a member of supervision must escort the employee to the testing facility. A refusal to sign the consent form could be grounds for disciplinary action up to and including termination.

- C. Post- Counseling/Rehabilitation or Return-to-Work Testing  
Post-counseling/rehabilitation or return-t-work testing will be used as a condition of reinstatement upon completion of a drug and/or alcohol treatment or counseling program. Employees who have completed a rehabilitation program or who have otherwise had a policy violation will be placed on substance abuse probation and subject to periodic testing for one year following return to work.

IV. Violation- Probationary Employees

Newly hired employees still within a probationary period who have a confirmed positive drug/alcohol test will be evaluated by management regarding their job performance and other circumstances to determine whether rehabilitation, corrective action, or termination is appropriate.

V. Violation- Employees

- A. No employee will be tested without his or her written consent. A refusal to sign the consent form could be grounds for disciplinary action up to and including termination of employment.
- B. Following collection of the specimen, an employee will be released for return to work. However, if the tests are based on for-cause reasons and there is a reasonable suspicion that the employee is not fit for duty, the employee will be sent home for the day.
- C. When a confirmed positive drug/alcohol test occurs, the employee will be so advised by management. The employee will be given an opportunity to explain to management the reason for a positive drug/alcohol test finding. Management will then investigate the employee's explanation and make a determination on his/her status.
- D. Any employee who tests positive for a substance prohibited by the Policy shall be given an opportunity to seek counseling or treatment through the medical plan in which they are currently enrolled. This opportunity for counseling and/or rehabilitation will be given for the first-time offense only. The decision to offer counseling and/or rehabilitation will be at the discretion of the University. The employee will return to his/her old job, if available, after successful completion of rehabilitation. However, an employee will not be offered rehabilitation and the Policy
- E. No employee's job will be placed in jeopardy, nor will any employee be subject to disciplinary action solely on the basis of voluntarily requesting help from alcohol and other drug addictions, as long as such request is made before drug or alcohol problems become apparent. However, a request for assistance will not excuse an employee from a Policy violation immediately prior to or while testing is in progress. During this period of time, performance will continue to be evaluated as would normally occur.
- F. Substance abuse probation with periodic unannounced testing will remain in effect for that employee for a one-year period from the date of the positive test.
- G. University benefits for rehabilitation and medical care will be in accordance with established University medical plans.
- H. Rehabilitation is the responsibility of the employee. Failure to follow through for counseling or rehabilitation as agreed to in writing between the University and the employee will result in discharge.

I. A second violation of the Policy, regardless of the length of time between events, could be grounds for additional disciplinary action up to and including termination of employment.

VI. Supervisor Training

All supervisors/employees will receive training on detecting signs and symptoms indicative of substance use and/or

VII. Administration

A. The policy shall be amended as necessary to meet the requirements of Federal, State, County or City laws

**B.** This Policy does not supersede or replace existing University policy or procedures pertaining to disciplinary action for misconduct, deficient performance, etc.

# HARRIS-STOWE STATE UNIVERSITY

## WORKERS' COMPENSATION

All persons employed by Harris-Stowe State University in any capacity, both full-time and part-time, regular employee or student worker, are covered by the State of Missouri's Workers' Compensation Insurance Program. It is each Supervisor and/or employee's responsibility to immediately report any injuries or accidents involving an employee to the following department:

- Campus Public Safety, Room #019, 314-340-3333

We are required by State Law to report any work related injury or incident, regardless of whether or not the employee requires immediate medical attention.

If medical attention is required during working hours, the University Nurse or the Human Resources Office will contact the Workers' Compensation Office in Jefferson City, MO and they will refer the injured employee to the nearest Concentra Medical Center. If the on-the-job injury occurs after normal business hours, the employee can go directly to the nearest hospital emergency room or any one of the following Concentra Medical Centers:

- Midtown, 6726 Manchester Road, St Louis MO 63139, 314-647-0081
- Westport, 83 Progress Parkway, Maryland Heights MO 63043, 314-434-8174
- North Broadway, 8340 N Broadway, St Louis MO 63147, 314-385-9563
- Fenton, 128 Matrix Commons, Fenton MO 63026, 636-349-6850

Remember Workers' Compensation will not cover treatment at the employee's personal physician's office or at other hospital emergency rooms, unless extenuating circumstances exist.

If you have any questions, please contact Human Resources: 314-340-3340



# HARRIS-STOWE STATE UNIVERSITY

## ACCEPTABLE USE POLICY FOR ACADEMIC COMPUTING

### READ BEFORE SIGNING

I, \_\_\_\_\_, acknowledge that I have been given a copy of Harris-Stowe State University's Acceptable Use Policy for Academic Computing. I have been informed about the content, requirements and expectations of the Acceptable Use Policy for Academic Computing at Harris-Stowe State University. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Harris-Stowe State University.

I understand that if I have questions, at any time, regarding the Acceptable Use Policy for Academic Computing, I will consult with my department leader or my Human Resources office.

Please read the Acceptable Use Policy for Academic Computing carefully to ensure that you understand the policy before signing this document.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Employee Printed Name)

\_\_\_\_\_  
(Date)



# HARRIS-STOWE STATE UNIVERSITY

## HARASSMENT POLICY

I, \_\_\_\_\_, acknowledge that I have been given a copy of Harris-Stowe State University's Sexual Harassment Policy. I also acknowledge that I have read this policy and understand what constitutes sexual harassment. This policy has also been explained to me and I understand the full implications of sexual harassment and will, under no circumstances, engage in conduct that could be considered sexual harassment. I also understand that the engaging in any form of sexual harassment will lead to disciplinary measures, up to and including, termination of employment.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Employee Printed Name)

\_\_\_\_\_  
(Date)



# HARRIS-STOWE STATE UNIVERSITY

## SUBSTANCE ABUSE POLICY AGREEMENT

### READ BEFORE SIGNING

I, \_\_\_\_\_, acknowledge that I have been given a copy of Harris-Stowe State University's Substance Abuse Policy. I understand that the following violations of the Substance Abuse Policy will result in corrective action up to and including discharge:

- Use, consumption, or presence in the body of alcohol or illegal substance during work time.
- Abuse, misuse, sale or distribution of prescription drugs, controlled substances, over-the-counter medication, or other substances during work time.
- Possession, use, sale, distribution or concealment of illegal substances during working hours or in the workplace or on University property, including vehicles.

I agree to cooperate in reasonable suspicion testing for the purposes of identifying alcohol and/or drugs in my system. I understand that this is a term of my employment and that if I violate the Policy or refuse to cooperate with the testing procedures; I am subject to corrective action up to and including termination.

I acknowledge that I have been given a personal copy of the Substance Abuse Policy and agree to follow the Policy.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Employee Printed Name)

\_\_\_\_\_  
(Date)