Acceptable Use Examples – Last Amended September 2016

Email Use

1. Acceptable:
   - Connecting from a computer off campus to Rhodes to check your email, ensure that when you have finished that you log off of your account, closing any browser windows you may have used, and making sure your email password was not saved on the computer.
   - Asking a colleague to check your email for you while away from work by FORWARDING your email to their account, removing the forwarding on your return. Or changing the ACL on your mailbox/subfolder to allow a colleague access.
2. Unacceptable:
   - Asking someone else to check your email by asking them to log in to your mailbox, giving them your password to type in for you.
   - While travelling on vacation asking a colleague to check your email for you by giving them your password.
   - A colleague is out sick, and he/she was receiving responses for an event. Rather than calling them at home to ask them to check their email, you attempt to gain access to their account by guessing their password.
   - After having your computer hacked, you decide to download and run hacking tools yourself to help your friends out by checking for vulnerabilities on their computers.

Fair Share of Resources

3. Acceptable:
   - Conducting a video conference for legitimate work purposes e.g. with your colleagues at other institutions or organisations; HR interviews; remote meetings
4. Unacceptable:
   - Using your computer connected camera to display what is happening in your room 24 hours a day, 7 days a week on the Internet, and listing the site on major search engines and posting it on email distribution lists to ensure lots of visitors.
   - While using a computer in a departmental lab, you alter its setup, so that each time it starts up, your favourite programs are started automatically.

Adherence to Laws

5. Acceptable:
   - Storing legitimately-obtained audio files for use in language instruction.
   - Displaying a legally reproduced copy (with copyright notice) of a videotaped work in a classroom to a group of students and faculty as part of the instructional program.

6. Unacceptable:
   - Taking a CD you own, you make copies of songs onto your computer, and set up sharing to allow others to access those songs from your computer.
   - Playing a video in a classroom for entertainment purposes, or for its cultural or intellectual value unrelated to a teaching activity.

   For more examples, see Rhodes [Copyright & Takedown procedure](#).

Other Activities

7. Unacceptable:
   - While running for political office, using your Rhodes email account to send out email about your candidacy to people who live in your district, promoting you as a candidate.
   - Using a computer connected to the Rhodes campus network, establishing a commercial business, selling products or services over the Internet.
   - Downloading, storing, printing and/or displaying materials that could be perceived by others as contributing to an intimidating, hostile, or sexually offensive working environment.
   - Sending unauthorized and unsolicited email messages to other Rhodes community members or any other person.

User Compliance

8. Acceptable:
   - When registering as a user on the Rhodes network, and being presented with a policy, an individual reads it and agrees to it before proceeding to the next screen.
   - As virus alerts and other news is circulated by the I&TS Division, an individual takes the appropriate action to protect his or her computers from those threats.

9. Unacceptable:
   - When registering on the Rhodes network, and being presented with a policy on the screen, an individual quickly clicks on the "I Agree" button without reading the policy or acknowledging any responsibility for following it.
   - As virus alerts and other news are sent from IT, an individual sets up an email filter to send such information directly to the trash folder.