Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

Kenrick School of Theology Student Handbook 2014-2015

p. 76:

**Intellectual Integrity**

The students of Kenrick School of Theology are to maintain at all times an intellectual integrity. Such integrity entails both a commitment to the truth and a refusal to be false or misleading, even when this course of action may involve inconvenience or embarrassment. Plagiarism, defined as the use of another’s words or ideas without acknowledgment, is a failure in both of these dimensions. Plagiarism may involve the word-for-word use of another’s phrases, sentences, paragraphs, or longer passages, always without acknowledgment; it may involve the construction of a mosaic or tissue of such passages; it may involve a paraphrase or summary of such passages; it may involve failure to identify use of another author’s exact words by quotation marks or block quotes. When students make use of ideas or writings that are not their own, they are expected to acknowledge the source from which they are borrowing, either through an acknowledgment in the text or through the use of a footnote. A reliable rule of thumb should be the question, “Did I know this fact before I started this research project?” If the answer is no, an acknowledgment of the source is in order.

Plagiarism is a serious failure of integrity, and the faculty and administration of Kenrick view it with grave prejudice. Penalties for plagiarism include a failure in the course, a case review by the Academic Dean and the Dean of Students, a possible suspension from the seminary program.

See also [http://kenrick.edu/support/kenrick-school-of-theology/academic-policies/](http://kenrick.edu/support/kenrick-school-of-theology/academic-policies/)

pp. 18-22:

**Computer Usage Policy**

**Introduction:** The use of computing resources and the network at Kenrick-Glenonn Seminary is required to be consistent with the mission and values of the institution and the Archdiocese of St. Louis and with local, state, and federal laws.

Kenrick-Glenonn Seminary understands that it “must insure that format and content are consistent with all relevant archdiocesan policies,” the norms of *Pastores dabo vobis*, and the *Program of Priestly Formation* 5th edition. The Seminary is also responsible for taking “steps to insure that all applicable restrictions and regulations are met, such as appropriate presentation of copyrighted materials and specified age qualifications for social networking sites.”

**Usage Policy and Disclosure of Monitoring, Filtering:** To ensure that Kenrick-Glenonn Seminary engages this task responsibly, this policy applies not only to the institution-owned computers and related equipment but also to all computers and related equipment used on institution property but not owned by the institution. Accountability is ensured through the institution’s monitoring of all computing resources accessing the institution’s network. Users may not use for illicit purposes alternative means of accessing cyberspace. Because computing

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1 “Use of Electronic Communications Devices and Applications by School Personnel” promulgated in 2010 by the Archdiocese of St. Louis.
resources on the institution grounds may not be used for illegal purposes, users are required to comply with all federal, state, and other applicable laws. This includes the laws of privacy, copyright, trademark, obscenity, and child pornography. The Electronic Communications Privacy Act and the Computer Fraud and Abuse Act prohibit "hacking," "cracking," and infringement of applicable software licenses.

**General Norms:**

1. Examples of violations of the computer usage policy include, but are not limited to, the following as concerns institutional computers or personal computers that access the institutional network:
   - Knowingly or intentionally publishing, displaying, transmitting, retrieving, or storing inappropriate or offensive material.
   - Creating or distributing defamatory, false, inaccurate, abusive, threatening, offensive, invidiously biased, discriminatory, or illegal material.
   - Viewing or distributing obscene, pornographic, profane, or sexually oriented material.
   - Gambling or illicit purchasing, including term papers and contraband drugs.
   - Libeling, slandering, harassing, intimidating, or threatening others either within or outside the institution.
   - Loading or attempting to load unlicensed software on institutional or personal computers.
   - Willfully destroying or damaging equipment, software, or data belonging to the institution or other users.
   - The institution reserves the right to delete anything stored on public computers. Personal data will not be preserved on public computers, and computer hard drives will be wiped periodically. Users are advised to store data on portable flash drives.

2. Additionally, it is unethical to illicitly misuse the computing resources, interfere with the use of computing resources by others, or intimidate others. Examples include, but are not limited to, the following:
   - Any unauthorized use of accounts or passwords other than those assigned to the user.
   - Any unauthorized use of computing resources for commercial or personal fundraising purposes including the unauthorized use of the educational status of the institution to promote such purposes. Students seeking permission should consult the Dean of Students, and faculty should consult the Academic Dean.
   - Any intentional use or distribution of a program designed to damage or to place excessive load on a computing resource or the network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
   - Any unauthorized monitoring of or tampering with another user's electronic communications, including any unauthorized reading, copying, changing, or deleting of another user's files or software.
   - Any posting of materials on course management systems, electronic bulletin boards, or other outside forums that violate existing federal, state, or local laws or violate the codes of conduct for this institution.
   - Off-task computer activity during class sessions, even on personal computing equipment, is disrespectful both to the instructor and to other students.
3. Usage of the Kenrick-Glennon Seminary institutional network is monitored and filtered for three reasons: to ensure the security of the network, to ensure the availability of the network, and to enforce the provisions of this Computer Use Policy. The monitoring and filtering will be applied according to these principles:

- While the Seminary permits reasonable personal use of Internet resources, such use must not interfere with academic or administrative Internet usage. Such activity must not disrupt the work of other users by the consumption of inordinate bandwidth.
- To limit bandwidth usage, the Kenrick-Glennon Seminary administration may limit access to URLs or Internet protocols which are purely recreational. Examples of such applications and sites include, but are not limited to, Internet radio and television.
- While maintaining the right to limit access as it sees fit, the administration will strive to block access to URLs rather than protocols or file types. This ensures that acceptable uses of Internet will be allowed.

4. Concerning email, the Seminary regulates internal email traffic. Users should respect that emails sent to members of the community ought to be relevant to their immediate needs and/or welfare. It should be known that certain administrators, such as the Rector, Vice-Rector(s), and Dean of Students, are included in all distribution lists. If not everyone in a given distribution list has a special interest in the email about to be sent, then the user should list the recipients individually rather than rely on the distribution list to send out the communication.

Policies for Seminarians:

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2. Concerning social media, students should follow the social conduct guidelines in the student handbook. Prudence and discretion should be exercised in all online communications. It is necessary to maintain the following: Usage of the Kenrick-Glennon Seminary institutional network is monitored and filtered for three reasons: to ensure the security of the network, to ensure the availability of the network, and to enforce the provisions of this Computer Use Policy. The monitoring and filtering will be applied according to these principles:

- the accuracy and appropriateness of content posted on school sponsored, hosted, or maintained websites, blogs, social networking sites, applications, and the like, and
- the accuracy and appropriateness of content posted on non-school sponsored sites, such as personal email, news sites, personal blogs, Twitter, and Facebook accounts, along with other forms of social media.

The Computer Usage Policy applies to the use of all Kenrick-Glennon Seminary computing resources. Users are provided access to the Kenrick-Glennon Seminary institutional network with the understanding that they will adhere to the aforementioned policies. The institution extends to students, faculty, and staff the privilege to use its computing resources and network. This is not a right, and use of the computing resources may be revoked for violating any terms of
this policy. Violating these policies has no place in the life of someone striving for holiness. It will result in disciplinary action and carry the possibility of dismissal and, depending on the nature of the offense, criminal and/or civil legal action. If a concern arises the man’s formation advisor and either the Dean of Students or Vice Rector for the College will take the necessary action in conformity with CIC. 220.

Users will be held accountable for their conduct under any applicable institutional policies, procedures, or codes of ethics and conduct. Complaints alleging misuse of institutional computing and network resources should be directed to those responsible for taking appropriate disciplinary action.

No person under 18 years of age may use computing resources on the institution grounds unless that person has permission from an appropriate administrative authority and has appropriate supervision. There are no computing resources located on the institution grounds appropriately configured for Web surfing by minors.

The persons at Kenrick-Glennon Seminary responsible for enforcing this policy and for taking disciplinary action are the Dean of Students and Vice-Rector for the College in cases in which students are involved and the Academic Dean in cases where faculty or staff are involved. This means also that the Dean of Students and Vice-Rector for the College and the Academic Dean, to borrow language from the Archdiocesan Policy, “shall investigate and act upon all reported or observed violations of this policy and address them in a timely and appropriate manner according to school and archdiocesan policy, applicable state or Federal laws, and accepted administrative practice.”

Those uncertain of whether an activity violates a policy or law should seek guidance prior to engaging in the activity. Students, faculty and staff who believe they have been unjustly accused of violating this policy have the right of redress via the Rector. The person suspected of violating the policy has the right to defense, including the right to know the source and full nature of the allegations. The person has the right to challenge the allegations for the purpose of clearing his or her record.

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