2025 SVA Electronic Communications Code of Conduct Policy

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Category: Acceptable Use & Communications

SVA Electronic Communications Code of Conduct

SVA's computer services and facilities are an important aspect of our educational mission, which includes a commitment to the pursuit of academic excellence and the highest level of artistic expression. To achieve these goals, all users of computing resources that are affiliated with SVA in any way, are expected to behave in a responsible, ethical, and legal manner, in accordance with the following guidelines, and all applicable local, state, and federal laws. These guidelines apply to internal and external electronic communications, Internet usage, SVA owned or licensed hardware and software, non-SVA owned or licensed hardware or software when affiliated with SVA, voicemail communications, and the content of all electronic data created and/or stored, whether on or off SVA premises.

1) Authorized SVA staff members may monitor and record computing access in order to maintain security and the highest level of operation of our administrative and academic computing resources. Internal communication systems, electronic messages, files, and data, and all hardware and software are and remain the property of SVA at all times. SVA has the right to retrieve and review any message or file composed, sent, or received utilizing SVA equipment or technologies. Although access to SVA networks and e-mail accounts allow for the use of passwords for security, be advised that confidentiality should not be assumed, and ultimate privacy should not be expected.

2) All accounts are issued for the sole use of staff or vendors/contractors, or other authorized workers. Each individual is responsible for all actions on the account issued to him/her and should take the proper precautions to safeguard its usage.

3) Use of SVA computing facilities and accounts must be consistent with local, state, and federal laws, including applicable copyright laws and licenses. Duplicating and downloading copyrighted software, music, or video is illegal and is expressly forbidden by SVA policy. Knowingly or

negligently introducing malicious programs (i.e., viruses, Trojans, e-mail bombs, etc.) into SVA's network is prohibited.

4) Internet access should not be used for personal gain, advancement of personal views, or for solicitation of business unrelated to SVA. In addition, users should not send or upload SVA copyrighted materials or proprietary information to unauthorized parties outside of SVA.

5) Electronic communications or any Internet sites accessed by an SVA student, faculty member, or employee should be appropriate in both tone and content and should not contain anything that would reasonably be considered offensive or disruptive to another person. Offensive content includes, but it not limited to, sexual comments or images, racial slurs, or any comments that would offend someone on the basis of their age, gender, sexual orientation, religious or political beliefs, race, national origin, disability, or any other basis protected by applicable laws. Users that discover that they have inadvertently accessed an inappropriate website must immediately disconnect from that site.

6) Systems and network administrators are the only individuals authorized to make alterations to system software and hardware configurations. Access to SVA systems and related software is restricted to authorized personnel. Additionally, users of SVA's computer systems may not modify or download any software on SVA hardware without prior authorization from the SVA's Help Desk Department or their respective Academic IT department personnel.

7) Any violation of the SVA Electronic Communications Code of Conduct may result in disciplinary action up to and including expulsion from the College or termination of employment. In addition, illegal activities may be referred to the proper authorities.

8) The computer resources and networks provided by the College reflect the computer environment at large. This environment is dynamic and constantly evolving; these guidelines may change accordingly. It is the responsibility of each user in the SVA community to stay informed of current policy; whether in writing or understood/implied.

9) Any user of SVA's computer systems or network, or who connects to SVA's computer systems or network, who has any questions about its appropriate use, should contact the Help SVA Desk at (212)592-2400, Option #1 or email helpdesk@sva.edu for clarification.

All other SVA policies are available online at policy.sva.edu. For privacy related questions or concerns, please email privacy@sva.edu .