



SOFTWARE CODE OF ETHICS & SOFTWARE POLICY

PURPOSE

This code of ethics states **Ponce School of Medicine** policy concerning software duplication. The MIS Director or a designee by the MIS Director is **Ponce School of Medicine** Software Manager, and is charged with the responsibility for enforcing these guidelines. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to **Ponce School of Medicine** standards of conduct. The following guidelines are to be followed to comply with software license agreements:

1. Software will be used in accordance with their license agreements.
2. No Student will make unauthorized copies of software under any circumstances. Anyone found copying software other than for backup purposes is subject to termination from the Institution.
3. We will not tolerate the use of any unauthorized copies of software in our Institution. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment.
4. Students shall not download or upload unauthorized software over the Internet. No student shall give software to any outsiders, clients, customers and others. **Ponce School of Medicine** students may use software on local area networks or on multiple machines only in accordance with applicable license agreements.
5. Any student who determines that there may be a misuse of software within the organization shall notify the School's Authorities immediately.
6. All software used by the **Ponce School of Medicine** on **Ponce School of Medicine** computers will be properly purchased through appropriate procedures.
7. All software shall be install by the MIS Staff. Once installed on the hard disk, the original diskettes shall be kept in a safe storage area in the MIS Department.
8. Shareware software is copyrighted software that is distributed freely through bulletin boards (Internet) and online systems. It is the policy of **Ponce School of Medicine** to pay shareware authors the fee they request for use of their products. Registration of shareware products should be handled the same way as commercial software products.
9. **Ponce School of Medicine** computers are organization-owned assets and must be kept both **software legal** and **virus free**. Students are not permitted to bring software from home and load it on **Ponce School of Medicine** computers. Generally, institution owned software couldn't be taken home and loaded on an employee or student's computer if it also resides on **Ponce School of Medicine** computer.

A **Ponce School of Medicine** employee or student who makes, acquires, or uses unauthorized copies of software shall be disciplined as appropriate under the circumstance. Such discipline may include termination or expel. **Ponce School of Medicine** does not excuse the illegal duplication of software and will not tolerate it. Any additional questions should be addressed to the MIS Director, Software Manager.

According to U.S. Copyright Law, illegal reproduction of software is subject to civil damages of as much as US \$100,000 per title infringed, and criminal penalties, including fines of up to US \$250,000 and imprisonment of up to five years.



POLICY, TERMS AND CONDITIONS FOR NETWORK, INTERNET AND EMAIL SERVICES

Ponce School of Medicine exercises no control whatsoever over the content of the information passing through its network or the Internet.

Ponce School of Medicine makes no warranties of any kind, whether expressed or implied, for the service it is providing. **Ponce School of Medicine** also disclaims any warranty of merchantability or fitness for a particular purpose. **Ponce School of Medicine** will not be responsible for any resulting damages. This includes loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence, power or telephone company failures, acts of God or your errors or omissions.

Ponce School of Medicine network services may only be used for lawful purposes in accordance with the Telecommunications Act of 1996. **Transmission of any material in violation of any U.S., Puerto Rico, or any other country regulations is prohibited.** You agree to indemnify and hold harmless **Ponce School of Medicine** from any claims resulting from your use of the service, which damages you or another party.

Any access to other networks through the **Ponce School of Medicine** network must comply with the rules appropriate for that other network. Whenever you are shipping software (or, for that matter, ideas) from one place to another, you must consider intellectual property and license issues. **Use of any information obtained via the Ponce School of Medicine network is at your own risk.** **Ponce School of Medicine** specifically denies any responsibility for the accuracy or quality of information obtained through its services.

User access to computing resources is contingent upon prudent and responsible use.

Imprudent use of computing resources can lead to consequences affecting many other users, not just yourself. Prudent and responsible use begins with common sense and includes respect for the rights and privacy of other users. For example, as a prudent and responsible user, you should:

- 1. Not share your account and/or password with anyone.**
- 2. Protect your password by choosing it wisely, keeping it secure.**
Memorize your password, don't write it down. We encourage the use of passwords with eight characters or more.
- 3. Log off your account when leaving a terminal.**

Every student has an assigned space in the server to save documents, files and educative material.

The software manager or a designee by the MIS Director will conduct periodical audits and any non-educative material archive in the server will be removed, that may include (i.e. music (mp3), non educative photos or executable programs, or any other material).

INTERNET AND EMAIL SERVICES POLICY

I. Purpose

Establish guidelines that should be followed to ensure proper usage of e-mail and Internet access at Ponce School of Medicine. Any improper usage of these services jeopardizes the PSM's legal standing and, therefore, cannot be tolerated.

II. Specific Policy Statements

A. Acceptable Uses of Institution e-mail and Internet Access

The Institution provides Internet and e-mail access for academic usage. Every student has the responsibility to maintain and enhance the Institution's public image and to use its e-mail and access to the Internet in a responsible and productive manner that reflects well on the Institution.

B. Student Agreement

All students will receive a copy of this policy, and a signed copy of the agreement will be filed in the MIS office.

C. Unacceptable uses of Institution e-mail and Internet access

The Institution's e-mail and Internet access may not be used for transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature or materials that are obscene or "X-rated." Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. Abusive, profane, or offensive language is not to be transmitted.

Electronic media cannot be used for any other purpose that is illegal or against institution policy or contrary to the institution's best interests. Solicitation of non-institutional business, or any use of the institution e-mail or Internet for religious and political purposes as personal gain, is strictly prohibited.

D. Communications

Each student is responsible for the content of all text, audio, or images that he or she places or sends over the PSM's e-mail and Internet system. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another institution. All messages communicated on the PSM's e-mail and Internet system should contain the student's name.

E. Software

To prevent computer viruses from being transmitted through the PSM's e-mail and Internet system, downloading of unauthorized software is strictly prohibited.

III. Penalties

Any student who abuses the privilege of Institution-facilitated access to e-mail or Internet will be subject to disciplinary action as appropriate under the circumstance. Such discipline may include termination or expel.

IV. Best Practices

- Writing e-mails:
 - Write well-structured e-mails and use short, descriptive subjects.
 - Users must spell check all mails prior to transmission.
 - Do not send unnecessary attachments. Compress attachments larger than 500K before sending them.
 - If you forward mails, state clearly what action you expect the recipient to take.
- Maintenance
 - Delete any e-mail messages that you do not need to have a copy of, the email system has space restrictions and you may not receive all messages if those space limits are exceeded.

These Terms and Conditions supersede all previous representations, understandings or agreements.

Use of Ponce School of Medicine Network, Internet and Email Services constitute acceptance of these Terms and Conditions.

Username Assigned: _____

E-mail: username@stu.psm.edu