

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General Administration and Leadership

Policy: B2060

TOPIC: Acceptable Electronic Communications Use

Approval Date: 06/18

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Approved: Signature on File

Page 1 of 1

POLICY

The Burrell College of Osteopathic Medicine shall ensure the integrity of information technology resources made available to the College community to prevent disruption to academic and administrative needs. All members of the College community shall promote efficient, ethical and lawful use of Burrell College's information technology resources. All information technology resources provided by the College are property of the College.

RESPONSIBLE OFFICIAL(S): Chief Information Officer

DEFINITION(S):

Information technology resources include but are not limited to licensed resources, College-owned data, computer hardware, data networks, information systems, email, storage devices, and classroom audio-visual equipment.

PROCEDURES:

1. Users of the College's information technology resources shall properly use and protect these resources, respect the privacy and rights of other users, and behave in a manner consistent with any local, state, and Federal law and regulation, as well as College policies and procedures.
2. If College-owned devices are used for non-college purposes by users, the College is not responsible for any loss, damage, or liability arising from such use.
3. Members of the College community shall report theft, loss or unauthorized disclosure or use of information technology resources and/or data.
4. Acceptable use guidelines shall be published on the College website.
5. The College reserves the right at any time to limit, restrict, or deny access to its electronic communication resources and records. Use of any resources deemed inconsistent with the mission and purpose of the college shall be deemed a violation of this policy and may result in termination or administrative withdrawal from the institution.
6. The College reserves the right to monitor all its systems and information technology resources to ensure that no single user places the institution's systems at risk and includes the review of any electronic communication and/or record as needed to ensure compliance with college policies and/or procedures. Investigations of misuse, unauthorized use, compliance with federal, state or local laws or regulations, as well as routine or emergency maintenance of the IT system, may require observation of electronic information by appropriate and authorized College officials insofar as they are conducted on behalf of the College.
7. Meeting links for platforms such as Zoom, Teams, Webex, etc. distributed by faculty or staff must only be shared with the intended, invited participants through secure channels (e.g., official email or Learning Management System). Links should never be posted publicly or shared with unauthorized individuals to prevent disruptions. Meeting organizers are responsible for enabling security measures such as waiting rooms or passcodes. If an uninvited participant joins, the host should immediately remove the individual or terminate the meeting and report the incident to IT.

CROSS REFERENCE(S):

Data Security Policy B2050

Institutional Acceptable Use Guidelines - <https://burrell.edu/acceptable-use-guidelines/>