

**Introduction**

Alabama College of Osteopathic Medicine (ACOM) information resource management policies govern all access to ACOM computers and networks. These policies are established and maintained under the immediate authority and direction of the Manager of Information Systems – ACOM.

**Access**

Access to the Internet and the World Wide Web from ACOM computers and networks is restricted to specially authorized registered users for academic, research, learning and administrative purposes. Public access to Alabama College of Osteopathic Medicine (ACOM) computers and networks may be available from the Internet/World Wide Web or from within specially designated public facilities, such as the ACOM Portal or ACOM Libraries.

**Official ACOM Web Page**

Any web page or other type of file on any computer which presents itself in any way as an Official ACOM Web Page or Official ACOM File must comply with ACOM information resource management policies and procedures. Specific responsibilities for the creation and maintenance of the contents of Official ACOM Web Pages and Official ACOM Files are defined in ACOM information resource management policy and procedures. These responsibilities require the use of reasonable and appropriate means of protecting ACOM private information, proprietary information, and intellectual property.

**Unofficial Web Page**

Any registered user may create an unofficial web page or unofficial file on a computer which is owned and operated by ACOM or one of its affiliated units as long as it complies with ACOM information resource management policies and procedures. All such page contents must be for purposes as defined by the instruction, research or service missions of the college. Individuals, units, or groups creating unofficial web pages and files are responsible for and may be held accountable for the contents. ACOM assumes no responsibility for the content of any unofficial web page or file. ACOM reserves the right to restrict the quantity and availability of ACOM computing and network resources for the purpose of creating, maintaining, and viewing unofficial web pages and files.

**Internet Domain**

ACOM departments and student organizations registered with the Office of Student Services may register an Internet domain that represents an identifiable entity within that department or organization, such as an institute or research lab, or the student organization itself. Registration of all ACOM Internet domains will be managed by a designee of the Manager of Information Systems - ACOM. Registration of personal domains, such as johnsmith.org, by individual faculty, staff, or students is not supported. Any domain representing an ACOM entity is owned by the College unless specified

otherwise in a contract or agreement, with the exception of domains for ACOM affiliates such as the Alumni Association, ACOM foundation, and SAMC foundation.

**Removal**

ACOM reserves the right to remove, without notice, any web page or file (Official or unofficial) from any computer which is owned and operated by ACOM or its affiliated units which does not comply with ACOM information resource policies and procedures.

**Use of College Name**

Use of Alabama College of Osteopathic Medicine names (i.e. Alabama College of Osteopathic Medicine, ACOM), trademarks, official logos, or other intellectual property and creative works is governed by ACOM intellectual property and creative works policies.

Unauthorized presentation of any web page or file as an Official ACOM Web Page or Official ACOM File or any unauthorized or illegal use of ACOM computers and networks is prohibited.

**Questions**

Questions regarding this policy should be sent to the Manager of Information Systems - ACOM at [support@acomedu.org](mailto:support@acomedu.org).