

enhancing lifelong learning, fostering personal growth and developing leadership qualities, we believe it is our duty to foster a campus environment that is free of alcohol abuse and illegal drug use.

We recognize that achieving this goal will require the commitment and collaboration of many constituencies, both on the campus and in the community. We are asking parents/guardians to help us address the abuse of alcohol and other drugs by college students.

The Family Educational Rights and Privacy Act (FERPA), permits colleges and universities to inform parents/guardians of students less than 21 years of age when their student has been found in violation of University alcohol and drug policies. In line with the law, the Parental Notification Policy will enable SXU to partner with parents/guardians to assist students in making healthy and responsible decisions regarding drug and alcohol use and deterring irresponsible drinking and all drug use.

The University maintains the following policy:

The Office for Student Affairs may notify parents/guardians of students less than 21 years of age when a student is found responsible for (1) any violation of the drug policy, (2) a second violation of the alcohol policy, and (3) a first violation of the alcohol policy when one or more of the following occurs:

- -the student demonstrates a reckless disregard for his/her personal safety or the safety of others;
- -medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior;
- -there is property damage;
- -the student operates a motor vehicle under the influence of alcohol;
- -the incident involves another serious violation; and
- -the student's alcohol-related behavior negatively impacts the learning environment.

Identification/Cougar Cards

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Cougar Cards are used to access the residence halls; make meal plan purchases; for library and computer lab usage; at print release stations; to use the Shannon Center; to make purchases at the Campus Bookstore, in vending machines, copiers and laundry rooms; for check cashing (Student Accounts and Bookstore); for admittance to student activities or University sponsored events.

Students may choose to link their Cougar Card to a TCF Bank checking account to use it as a TCF Bank debit card wherever debit cards are accepted.

Hats or other head coverings except for those for religious purposes may not be worn in the Cougar Card photos.

Acceptable Use of SXU Information Technologies Policies and Expectations

Access to Saint Xavier University information technologies and communications facilities is provided for the University-related activities of learning, instruction, enrichment, dissemination of scholarly information and administration. An individual's right of access to information technologies and facilities should not be denied or in any way limited because of race, creed, color, age, national origin, gender, sexual orientation or disability. Acceptable use is an application of the core values of the University: respect, excellence, compassion, service, hospitality, integrity, diversity and learning for life.

The University community is encouraged to make innovative and creative use of information technologies and communications facilities in support of multiple learning experiences. These technologies and facilities are limited and should be used wisely and carefully with consideration for the needs of others. The University reserves its right to eliminate the access to and the services of its information and communications systems when an individual separates from the community.

It is inappropriate to interfere with or compromise access to information technologies and communications facilities by others for these purposes. It is University policy to educate users about how they could inadvertently interfere with this access, to warn users when they interfere with access, and to remove access from those who continue to interfere with the access of others. While the University expects to remove individual access only after due process and careful consideration, in those situations in which interference is general or continuous, Information Services will react immediately to provide and guarantee general access. In all cases, Information Services will collect evidence indicating interference, will present it to the area vice president or to the appropriate supervisor and will notify the suspected offender. In situations in which an individual may inadvertently interfere with the access of others, that individual is expected to identify, learn to avoid and stop the interfering behavior when it is brought to their attention by an affected user or by Information Services staff. The following is a (necessarily incomplete) list of expectations of acceptable use:

Respect the need for others to use systems to do work.

- Allow others to have normal response times and sufficient resources from the network, servers, printers and other multi-user systems.
- Never inadvertently or intentionally waste or usurp resources or access to resources such as storage space, processor time, network bandwidth, access ports or printers and other peripherals. Such waste includes excessive storage for mail messages, excessive processes and excessive network messages such as chain letters, broadcasts, downloads and file sharing.
- Conscientiously limit your use of paper and other printing resources.

Respect the work of others.

- Never copy or modify information belonging to others without explicit authorization. This includes personal information, programs authored for sale and material authored for presentation in class or elsewhere. Unauthorized duplication may constitute plagiarism, cheating, theft and/or violations of copyright. The University respects software copyrights. Unauthorized modification includes generating and transmitting viruses and other destructive programs.
- Never place files in folders for which you do not have explicit authorization.
- Check your files and folders for viruses regularly. The spread of viruses damages everyone's personal and system files and folders.
- Update and patch your software regularly to remove vulnerabilities.

Respect the sensitivities of others.

- Consider what you display on screen, what you print, and what you send using mail, just like considering how you act and what you say aloud.
- Never act in such a way that another user would feel uncomfortable accessing systems – for example, by sending or presenting harassing, intimidating, abusive or patently unwanted material to others. This includes presentation in messages, on screen and in print where others might see.

Respect the integrity of the systems.

- Never share a username and password to access information. A username should be associated with a single individual or position.
- Never use the identity of another or other methods to evade security to gain access to systems and information.
- Never conceal or misrepresent your identity or affiliation in communication.
- Never choose a password that is anyway associated with you or your name or that is in a dictionary or similar list. This information is too easy to search or generate with a program and to use to break into a system with your username.
- Never choose a simple password. Replace your password with some string of uppercase and lowercase letters and numbers.
- Never write your password alongside your username. The first letters of a five- or six-word phrase that you can remember with a digit thrown in make a good and memorable password. For instance, "To be or not to be" might be used to remember "Tb0nTb" where zero is used for "or."
- Never leave an unsecured station unattended.
- Never attempt to discover the identities, passwords and encryption keys of others.
- Never intercept or alter network packets.

Respect the equipment.

- Keep trash, smoking, eating or drinking away from hardware.
- Never damage equipment through acts of vandalism, spite, anger, negligence or overuse.

Respect the law.

- Never use systems for any purpose that violates federal or state laws.
- Never use systems for commercial purposes without explicit authorization.

Use and maintain your University electronic mailbox.

The University provides each student and each member of the faculty and the staff with an electronic mailbox (@sxu.edu) that is used as an official means of communication by and with the University. Members of the University community are responsible for the information that is sent to their University electronic mailbox and are expected to:

- Maintain their mailbox so there is sufficient space for the receipt of University announcements.
- Examine frequently the messages in their mailbox for University announcements and requests for information.
- Respond in a timely fashion to requests for information.

Members of the community should also recognize that these announcements will often point to University Web pages at www.sxu.edu for additional information and instructions. The University regularly distributes announcements through the Saint Xavier Today electronic newsletter, which is sent to all of these electronic mailboxes and posted at www.sxu.edu/today. The Saint Xavier Today Web page is updated with critical information throughout the day.

Members of the community who send messages to large groups of recipients should limit their messages to short announcements that point to Web pages with further information and instructions. This will conserve resources by not sending and storing multiple large documents and by providing a lasting copy for those who lost or did not initially get the information and instructions. All members of the community should post their announcements to Saint Xavier Today.

The University recognizes that members of its community can and may wish to forward messages from their University mailbox to another more convenient, personal mailbox. Nevertheless, it is the responsibility of the student or the member of the faculty or staff to assure that official messages are received by and examined in that external mailbox.

The University recognizes that individuals should be allowed to access, present and communicate information representing a variety of views on current and historical issues for the interest, information and enlightenment of the University community and within the concept of academic freedom. Nevertheless, because anything published through electronic resources of the University may appear to represent the views of the University and not just an individual author, it is important to explicitly recognize where the views are the individual's and not the University's. When presenting a product of the University, such as institutional Web pages and electronic mail messages, the appropriate and established language and style should be identified and used.

For your own protection, you should recognize that:

- The security of your information, while seriously attempted, cannot be guaranteed.
- The University is the owner of these systems and, therefore, of the information stored there.
- The University could, if required to substantiate instances of interference, duplicate and examine information stored on these systems.
- The nature of electronic mail, unlike other conversational media, is to record all interactions. If you don't want personal, or otherwise compromising, information found on a system, inadvertently or intentionally, don't leave it there.
- Do not send passwords with usernames or confidential and otherwise sensitive information in electronic mail messages. Use the message to point to a secure Web page where the information can be released only to the authenticated recipient. Electronic mail is, by nature, insecure.
- Do not open attachments in messages from senders you do not know.
- Do not expect that the sender in a message or a reply is actually the authentic sender of the message. Electronic mail addresses easily can be co-opted.
- Do not respond to messages that request information you normally would keep confidential, that create an urgent sense of loss, and that request an urgent reply.
- The University cannot protect individuals against the existence or receipt of text or images that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive.
- Those who make information about themselves available on the Internet (through e-mail or some other means) should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

- While the University provides resources in its buildings and on its campuses, this should not be interpreted as the University sanctioning the materials developed or propagated by the individuals using those resources.

- The inappropriate access to and use of information and communications systems can in many cases result in criminal prosecution and civil litigation.

Should you have any questions or comments about these expectations and policies, please contact the vice president of Information Resources and Technologies.

Campus Lake

Lake Marion on the Saint Xavier campus serves as an attractive focal point and as an oasis in a heavily populated area. Swimming, boating, ice skating, fishing or entering Lake Marion at any time is strictly prohibited. Please cooperate in keeping the campus beautiful by not littering. Help us keep Lake Marion clean and the entire campus a pleasant place to be.

Electronic Beepers/Cellular Phones

Audible beepers/cellular phones are prohibited in classes and in the library.

Emergency Procedures

3-9-1-1 or 9-1-1

The following procedures are designed to ensure prompt and consistent response to all medical emergencies and minor injuries:

1. -Call Saint Xavier University Department of Public Safety — emergency extension 3-9-1-1. Give the nature of the injury and the location.
2. -Remain at the scene until appropriate personnel arrives.
 - a. -In the event of a minor injury, the Public Safety officers shall advise the injured party of the closest medical treatment facility.
 - b. -In the event of a serious illness or injury, call 9-1-1 to secure an ambulance; proceed to notify Public Safety through extension 3-9-1-1. Remain at the scene.
3. -An incident report shall be completed by Public Safety.

If there is any question as to the seriousness of the injury or illness, 9-1-1 should be called immediately, followed by Public Safety at extension 3-9-1-1. Give the nature and location of the injury and remain at the scene until appropriate personnel arrive.

Persons with Disabilities

All faculty and staff members are to familiarize themselves with the University's Emergency Instructions for Students with Disabilities. In the event of an evacuation, Public Safety will consult the list of locations of people with disabilities who may require special assistance, which is provided every semester by the Learning Center and Disability Services

Faculty and staff members are requested to assist individuals with disabilities to the extent possible. If it is not possible to safely evacuate a person with a disability using the ground level exit or stairwell, immediately call 3-9-1-1. If a disabled individual on the 2nd or 3rd floors is physically unable to use the stairs to exit the building, he or she should be assisted to the nearest smoke-free stairwell, enter the landing and wait inside on the stairwell landing with the door closed.

If danger is imminent, or if ground level stairway or stairwell evacuations are not practical, the person with the disability should remain in a smoke-free room with exterior windows, a telephone and a solid or fire resistant door. A piece of clothing should be hung out of the window to alert fire department personnel to the person's location.

Fire Alarm Procedures/Regulations

Fire alarm procedures and regulations are posted in each room. All persons must evacuate the building immediately upon hearing the fire alarm, using the nearest exit. You may be directed by authorized personnel to proceed to a safe designated area away from the building. You will be authorized to re-enter the building once the all-clear has been issued.

Any person caught pulling false alarms or tampering with fire-control devices will face severe disciplinary consequences and legal prosecution; tampering with fire safety equipment is a felony. All fire regulations are to be strictly observed.

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