Chapter 3: University Policies

Policy on Alcohol Distribution

Our Lady of the Lake University's alcohol policy, as well as the laws of the State of Texas, govern the use of beer, wine, distilled spirits, and any alcoholic beverage on the University campus and at activities sponsored or sanctioned by the University on adjacent properties owned by the Congregation of Divine Providence. The specific guidelines concerning alcoholic beverages at the University have been expanded for the following reasons:

1. To be in direct compliance with the laws of the State of Texas, including those prohibiting the sale of alcohol to individuals 21 years of age and older and the purchase or consumption of alcohol by individuals of such age.

2. To diminish the University's liability in case of injury or accident.

3. To maintain control of the distribution and consumption of alcohol on University premises.

4. To provide greater awareness among the University community of alcohol use and abuse.

Alcoholic beverages are permitted only at functions registered with and approved by the Vice President of Student Life. Local, state, and federal laws governing the use of alcoholic beverages must be observed at all times. Of primary importance to the University community are the following regulations:

1. Alcoholic beverages are prohibited to individuals younger than 21 years of age.

2. Individuals 21 years of age and older are prohibited from providing alcoholic beverages to minors.

3. Intoxication, disorderliness, and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.

Only under the following conditions is the possession, distribution, and consumption of alcoholic beverages by students 21 years of age and older permitted. This permission, albeit conditioned, should not be interpreted to imply that the University encourages and endorses the use of alcoholic beverages.

1. Individuals or organizations intending to serve alcohol must register their events with the Campus Activities Office.

2. Individuals or organizations must contact the Vice President of Student Life a minimum of three weeks prior to their event to review alcohol policies and receive final approval. Approval will be based upon the event's audience, the event's purpose, the event's procedure for distribution and consumption of alcohol, and event supervision. At this meeting, an "Alcohol Distribution Form" will be completed.

3. Individuals and organizations must guarantee alcohol will not be purchased or consumed by anyone under the age of 21 by implementing one or more of the following procedures:
   a. Hand stamps or markings distinguishing those aged 21 and older.
   b. Wristbands distinguishing those aged 21 and older.
   c. Cups distinguishing alcoholic from non-alcoholic beverages.
   d. Prohibition of those under the age of 21 to attend.
   e. Designated non-alcoholic area(s) for those under the age of 21.

4. Regardless of the aforementioned method, all individuals will be required to present a valid driver's license when purchasing alcohol.

5. The sale and distribution of alcohol is prohibited during the following times, unless done so as part of a sanctioned religious worship service: Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 12:30 p.m. The sale and distribution of alcohol must cease a minimum of 45 minutes prior to the end of the event. The sale and distribution of alcohol is prohibited beyond 11:15 p.m., Monday through Sunday. With approval from the Vice President of Student Life, the aforementioned hours may be revised.

6. Individuals and organizations must produce proof of insurance for the event, naming the University as an insured party. The Director of Physical Plant must approve the amount of coverage. The University's insurance carrier does not cover the sale and distribution of alcoholic beverages, nor injuries or harm resulting thereof.

7. Events open to the University community, the general public, or both must provide a designated space (beer garden) with only one entrance and exit for consumption of alcohol. Only those aged 21 and older are permitted in the designated beer garden during the sale and distribution of alcohol. No alcohol is permitted outside the designated beer garden.
8. Events closed to the University community, the general public, or both (thus, by invitation only) require event sponsors to monitor the sale, distribution, and consumption of alcohol at all times, in all venue spaces.

9. The following are prohibited in all University venues: uncontrolled alcohol sampling, drinking contests, the sale of reduced-price alcohol (“happy hour” drinks), and kegs of beer.

10. Non-alcoholic averages must be available for the duration of alcohol sales and distribution.

11. Food of sufficient quantity and appropriate type must be available for the duration of alcohol sales and distribution.

12. Security is required for all events at which alcohol is sold or distributed. Only University Police may be contracted for providing this service. One officer per every 100 people is required for such events.

13. Alcohol must not be provided as awards or rewards for individuals and organizations.

14. Promotion of events may not encourage any form of alcohol abuse nor may such promotion place emphasis on quantity and frequency of alcohol use. Publicity may not portray drinking as a solution to personal, academic, or other problems or as being necessary to social, sexual, academic, or other success. Publicity must avoid demeaning sexual or discriminatory portrayal of individuals. Publicity must mention the availability of food and non-alcoholic beverages if mention is made of the sale and distribution of alcohol.

15. All promotion by off-campus alcoholic beverage marketers, distributors, and their agents must adhere to the aforementioned guidelines. Alcohol marketers, distributors, and their agents should also support alcohol education programs that encourage informed and responsible use of or abstinence from beer, wine and distilled spirits.

16. All servers of alcoholic beverages will complete an approved training program as approved by the Vice President of Student Life.

17. Alcoholic beverages are permitted in Providence Hall. Resident students of this hall aged 21 or over are permitted to possess and to responsibly use alcohol in their residence hall rooms, provided all individuals present are aged 21 or over. Alcoholic beverages are prohibited in Ayres, Centennial, Flores, Pacelli, St. Ann’s, and Theresian Halls. Residents of these halls, even if aged 21 or older, are prohibited from possessing and consuming alcohol in their rooms. Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) except at those events approved by the Vice President of Student Life.

Policy on Chalking

The use of chalk for advertisement by students, faculty, staff members, and organizations must first receive approval from the Campus Activities Office. Sponsors of events or persons responsible for advertising must adhere to the following guidelines. Failure to comply will result in loss of chalking privileges until such time as determined by the Director of Campus Activities/University Center.

- Chalking is permitted on designated surfaces only. Prohibited surfaces include, but are not limited to, the following:
  1. All interior surfaces.
  2. Any vertical surfaces, such as walls, fences, light poles, signs, fountains, and statues.
  3. Trash cans and recycle bins.
  4. Steps and fire escapes.
  5. Benches, chairs, and tables.
  6. Fire lanes.
  7. Any exterior brick and tile surfaces.
  8. Any city or University street or driveway.
  9. Any property owned by the Congregation of Divine Providence.

- Chalking is permitted only for events open to the University community.

- Only water-based chalk is permitted.

- Individuals and organizations are responsible for removal of chalking within two days after the event.

- Individuals and organizations failing to remove chalking or who chalk on prohibited surfaces may be assessed cleaning charges as determined by the Director of Campus Activities/University Center, or a designate.
Policy on Charitable Collections

Any University organization wishing to collect items for charitable donations may do so, provided that each collection effort is approved by the Associate Director of the Center for Service-Learning and Volunteerism. All containers for collection must be clearly marked with the name of the sponsoring organization and the type of item (e.g. canned goods, clothing, school supplies) being collected. Containers may not be placed in public areas of the University, such as entries and hallways. Each collection must have a specified starting and ending date, as well as a contact person whose responsibility shall be to ensure that containers are emptied regularly and removed when the event is completed.

A group wishing to sponsor a charitable collection should obtain the appropriate form from the Center for Service-Learning and Volunteerism, complete the form, and submit it a minimum of one week in advance of the desired starting date. Once approved, the signed copy of this form shall be returned to the designated contact person.

Policy on External Communications

Media Relations
All contacts with the media must be cleared with the Communications and Marketing Office. Students, faculty, and staff members must cooperate with the Communications and Marketing Office to provide facts and figures for the media promptly.

Advertisements and Publications
In order to benefit from consistency in message and image for all University communications to external audiences, all publications intended for external audiences must be reviewed by the Communications and Marketing Office prior to printing.

Policy on Freedom of Expression and Dissent

Freedom of expression and dissent is protected by University policy for all University community members. The University values and defends the right of free speech and the freedom of the individual to make one’s own disclosures, while at the same time recognizing that such freedom exists in the context of the law and in responsibility for one’s actions. Additionally, it is expected that all such expressions shall be made in the context of the Catholic heritage of the sponsoring organization, the Congregation of Divine Providence. The exercise of these rights must not deny the same rights to any other individual. The University, therefore, both fosters and protects the rights of individuals to express dissent.

Protest or demonstration shall not be discouraged so long as neither force nor the threat of force is used, and so long as the orderly processes of the University are not deliberately obstructed. Membership in the University community carries with it, as a necessary condition, the agreement to honor and abide by this policy and by the University's "Freedom of Expression" form which can be provided by the Vice President of Student Life. Specifically, expressions of dissent may not engage in the following activities:

1. Deny or infringe upon the rights of other students, faculty, staff members or guests of the University.
2. Disrupt or interfere with educational or other activities of the University community.
3. Create a volume of sound that prevents members of the University community from conducting their normal activities.
4. Obstruct pedestrian or vehicular traffic on campus.
5. Obstruct or restrict the free movement of persons in any part of property owned or leased by the University.
6. Deny the normal use of offices or other facilities to any individual on the University campus.
7. Endanger the safety of any individual on the University campus.
8. Result in the defacement or destruction of University property.

Time Restrictions
Persons wishing to exercise their rights under this freedom may do so between the hours of 8:00 a.m. and 7:00 p.m., Monday through Friday, or at other times with advanced written approval of the Vice President of Student Life. Approval may be granted based on substantial and compelling rationale that makes adherence to the established hours impossible or impractical.

Location Restrictions
Normally, such exercises of this right shall be restricted to the area outside of the UWAC between the Great Hall and Casa Caritas, known as the Free Speech Forum Area.

Manner Restrictions
Peaceable demonstrations that are in keeping with the University’s mission, goals, values, and policies are permitted. If amplified sound is needed, requests for such shall be made to the Vice President of Student Life.
Each use of the Free Speech Forum Area shall require separate “Freedom of Expression” forms. Normally, such requests may not exceed a three-hour time block. Exceptions based on substantial and compelling rationale must be submitted in writing in advance to the Vice President of Student Life for approval. In no way should the manner of exercise of this right be such as to obstruct normal University operations or to compel an individual’s participation against his or her will.

Policy on Hazing

The University’s policy on hazing is consistent with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157), as adapted. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any individual who reports a specific hazing event to the Vice President of Student Life and immunizes that person from participation in any judicial proceeding resulting from that report. The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing, however.

Definitions
1. “Educational institution” includes a public or private high school or college, University, or other post-secondary educational establishment.

2. “New member” means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.

3. “New member education” means any action or activity related to becoming a member of an organization.

4. “Student” means any individual meeting one or more of the following criteria:
   a. Is registered in or in attendance at an educational institution.
   b. Has been accepted for admission at the educational institution where the hazing occurs.
   c. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

5. “Organization” means an association, corporation, order, society, corps, cooperative, club, or service, social, or similar group, whose members are primarily students at an educational institution.

6. “Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes, but is not limited to, the following:
   a. Any type of physical brutality, such as whipping, beating, striking, branding, electric shock, placing of a harmful substance on the body, or similar activity.
   b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
   c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
   d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student, that discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.

Personal Hazing Offense
1. A person commits an offense if the person performs one or more of the following acts:
   a. Engages in hazing.
   b. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
   c. Permits hazing to occur intentionally, knowingly, or recklessly.
   d. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President of Student Life or other appropriate University official.

2. The offense of failing to report the hazing offense is a misdemeanor punishable by a fine, confinement in county jail for not more than 180 days, or both such fine and confinement.

3. Any other offense under this section which does not cause serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in...
4. Any other offense under this section which causes serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.

5. Any other offense under this section which causes the death of an individual is a misdemeanor punishable by a fine, confinement in county jail for not less than one year or more than two years, or both such fine and confinement.

6. Except when an offense causes the death of an individual, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Organization Hazing Offense

1. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, new members, or alumni of the organization commit or assist in the commission of hazing.

2. An offense under this section is a misdemeanor punishable by a fine, or if a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine or expenses incurred because of such injury, damage, or loss.

Consent Not a Defense
It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available
In the prosecution of an offense under this policy, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does so testify. Any person reporting a specific hazing incident involving a student in an educational institution to the Vice President of Student Life or other appropriate University official is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offenses in Addition to Other Penal Provisions
This policy does not affect or repeal any penal law of this state. Nothing in this policy will limit or affect the right of an educational institution to enforce its own penalties against hazing. If any provision of this act or its application to any person, entity or circumstance is held invalid, the invalidity does not affect other provisions or applications of this act that can be given effect without the invalid provisions or application. To this end, the provisions of this act are declared to be severable.

Reporting by Medical Authorities
A physician or other medical practitioner treating a student who may have been subjected to hazing activities has the following rights:

1. The physician may report the suspected hazing activities to police or other law enforcement officials.

2. The physician is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Policy on Illegal Gambling
The University expects students to abide by federal, state, and local laws prohibiting illegal gambling. Students involved in illegal gambling risk disciplinary sanction from the University. Such prohibited activities include, but are not limited to, the following:

1. Betting on, wagering on, or selling pools on sports events.

2. Possessing on one’s person or premises any card, book, or other device for registering bets.

3. Permitting the use of one’s telephone or e-mail account for illegal gambling.

4. Receiving or delivering letters, packages, and parcels related to illegal gambling.

5. Offering, soliciting, or accepting a bribe to influence the outcome of a sports event.

6. Involvement in bookmaking or wagering pools regarding sports events.
Policy on Posting

All materials to be posted or distributed on or off campus by students, faculty, staff members, and organizations must first receive approval from the Campus Activities Office. Sponsors of events or persons responsible for advertising must adhere to the following guidelines. Failure to comply will result in removal of posted items and loss of advertising privileges until such time as determined by the Director of Campus Activities/University Center.

- Submit original copies of materials to the Campus Activities Office a minimum of 72 hours before distribution.
- All publicity must contain the event’s sponsoring individual or organization, date, time, location, cost (if applicable), and contact information (name, phone number or e-mail address). Posters may not exceed two feet by four feet.
- 8”x11” fliers have a two-week posting limit, posters have a two-week posting limit, table tents have a two-week posting limit, 3’x6’ banners have a one-week posting limit. Campus Activities, Resident Life, and Campus Dining can change posting limits for specific reasons. Publicity must be removed 24 hours after the event’s conclusion.
- Publicity must be posted on designated “General Information” display spaces only. Banner spaces are available in designated areas. Contact the Campus Activities Office for a list of approved spaces for advertising.
- Fastening of handbills, fliers, posters, or banners on trees, buildings, sidewalks, windows, glass doors, telephone poles, or vehicles is prohibited. With approval through the Director of Campus Activities/University Center, the aforementioned regulations may be approved.
- Materials containing profane, racially- or culturally-insensitive, or otherwise inappropriate language and drawings are prohibited.
- Personal notices (e.g. “For Sale,” “For Rent,” “Lost and Found”) must include appropriate contact information and are available to University students, faculty, and staff members only.
- Other forms of publicity, such as banners, table tents, handbills, door tags, and mailbox stuffers, are to be cleared first by the Campus Activities Office and then by appropriate authorities from specified offices for certain areas (e.g. Director of Food Services, Post Office Supervisor, Director of Residence Life).

Policy on Sales and Solicitation

The University requires solicitors, sales personnel, and distributors to obtain permission from the Director of Campus Activities/University Center, or a designate, for advertisement, solicitation, selling, and distribution on campus. Such permission shall include all time, location, and manner restrictions effective for such activity. All such activity must be conducted in a passive nature. Students, faculty, and staff members are cautioned that such permission does not constitute an endorsement by the University. Door-to-door solicitation is not permitted in the residence halls.

Procedure for Facility and Room Reservations

All room reservations should be made through the Express Request software located on the University webpage a minimum of two weeks in advance from the requested event date. The Facilities Scheduling Coordinator from the Physical Plant Office is responsible for coordinating all facility space/room reservation requests and process the reservations accordingly. To determine if a particular space is available for reservation request check Savii located on the University webpage.

1. Individuals and organizations are responsible for following up with Physical Plant, Media Delivery, Information Technology Services, Campus Dining, and any other applicable offices or departments to ensure adequate set-up of events.
2. All University policies and procedures are applicable to individuals and organizations when using the University’s facilities, equipment, services, and name.
3. Individuals, departments and organizations are responsible for all damages to the facilities and equipment reserved in their names. Such damage may result in loss of facility and room reservation privileges until such time as determined by the Director of Physical Plant.
4. All Express Request reservation requests should be submitted a minimum of fourteen (14) working days prior to the event Monday thru Friday between the hours of 8:00 a.m. - 5:00 p.m. Last minute requests for facility, room furnishings, and equipment usage will not be guaranteed as these requests often conflict with other adequately scheduled events. Express Request reservations are done on a first serve basis so it is important to request your reservation as far in advance as possible.
Individuals, departments and organizations must contact Physical Plant, Media Services, Campus Dining, and any other applicable offices or departments to verify all arrangements for reservations made within two weeks of the event.

5. Email and phone reservations will not be accepted.

6. To reserve the Chapel Auditorium, a “Chapel Auditorium Reservation Form” must be submitted to the Campus Ministry Office. Separate “Terms of Agreement” apply therein. Phone reservations will not be accepted.

7. Reservation space/room reservations completed thru Express Request must include contact information including; Department or Organization Name, Contact Person Name (if an organization must include advisors name), Department Extension or Cell Phone Number, Email Address, and best time to be reached. Failure to leave contact information may result in changes to the reservation request.

8. Reservation space/room reservation configurations and diagrams must be finalized and submitted to the Physical Plant Office a minimum of two weeks prior to the event for preparation and scheduling. Furnishings needed for space/room reservations must be filled out on Express Request or presented in the configuration diagram. Failure to submit furnishing needs may lead to a shortage in furniture and change results in your request.

9. Confirmation of space/room reservations will be submitted via email.

10. Cancellation of facility and room reservations must be made a minimum of three (3) working days prior to the event. Failure to cancel reservations in adequate time may result in charges for labor and equipment rental, if applicable. Individuals, departments and organizations are responsible for canceling all arrangements with Physical Plant, Media Services, Campus Dining, and any other applicable offices or departments. Room exchanges between departments or organizations should be reported to the Facilities Scheduling Coordinator to ensure proper updates of information and documentation.

11. When sponsoring or coordinating with off campus groups; individuals, departments and organizations are responsible for collecting fees required to charge for facility/room reservations for non OLLU groups. Coordination with the Facilities Scheduling Coordinator is recommended to ensure that proper fees are assessed and invoices are drawn up properly.

12. All University equipment is available on a first-come, first-served basis. Requests that exceed the University’s resources will require rental from outside vendors. Individuals and organizations are responsible for making all such arrangements and paying all applicable charges.

13. Security is required for all events at which alcohol is served, 100 or more off campus guests are attending an event, or more than 100 campus community members are attending an event. Only University Police can be contracted for providing this service. One (1) officer per every hundred (100) people is required for such events. Contact the University Police department for applicable charges.

14. Accommodations for people with disabilities (e.g. sign language interpreters, additional wheelchair-accessible ramps, adequate seating for people in wheelchairs and their companions) must be made within adequate time. Such arrangements often require contracting with off-campus vendors or service providers. Individuals and organizations are responsible for making all such arrangements and paying all applicable charges.

15. Only Recognized Student Organizations (RSOs) and Chartered Student Organizations (CSOs) in good standing with the Campus Activities Office are extended the privilege of reserving facilities and rooms on campus. RSOs or CSOs on any type of suspension or probation may be sanctioned to forfeit this right until such time as determined by the Campus Activities Office.

16. Off-campus groups sponsored by University offices, departments, or organizations will not be charged for facility and room reservations. The sponsoring office, department, or organization however, is held financially responsible for all damages incurred to the facility and equipment reserved in their sponsored group’s name. Representatives from the sponsoring office, department, or organization must be present for the duration of the event.

17. Any off campus guests wishing to reserve campus facility space/rooms must speak directly to the Facilities Scheduling Coordinator in Physical Plant to review the reservation policies and fees assessed with OLLU’s campus facilities.

18. Offices, departments, or organizations who are found in violation of properly sponsoring events or following procedures can be sanctioned to forfeit the right to reserve any campus space/room reservations until such time as determined by the Director of Physical Plant.

19. All publicity (e.g. posters, flyers, table tents) must be approved by the Campus Activities Office before distribution. Such approved publicity may be posted
only in designated areas. Failure to comply will result in removal of posted items and loss of advertising privileges until such time as determined by the Campus Activities Office.

20. Copies of publicity, programs or itineraries, and registration information (if applicable) should be disseminated to the University Switchboard, the Communications and Marketing Office, and other applicable departments in order to provide others with accurate information regarding the event and campus news.

Procedure for Vehicle Reservations

Individuals needing to reserve a campus vehicle should contact the Physical Plant Office and speak with the Office Manager about reservation availability. A reservation form will need to be completed and signed before the reservation will be considered confirmed.

1. Only University employees aged 25 and older are permitted to reserve and drive University vehicles. All drivers are subject to routine license checks/reviews by the University and its insurance carrier and subject to results, privilege may be revoked.

2. Transporting passengers in excess of vehicle seating capacities is prohibited. Vehicle rental of twelve and eighteen passenger vans is not acceptable per University insurance policy.

3. University vehicles may be driven only within a 300 mile radius of San Antonio. University vehicles may not be driven or otherwise transported across state and national borders.

4. All passengers must complete “Field Trip/Retreat Release Forms” before being transported in University vehicles. Such completed forms should be retained during trips and filed afterwards as appropriate.

5. The use of alcohol and illegal drugs is prohibited while traveling in University vehicles. Failure to comply will result in loss of vehicle reservation privileges, in addition to prosecution in compliance with local, state, and federal laws.

6. Vehicles must be returned in the same condition in which they were received. Penalty fees will be assessed for non-compliance.

7. Individuals and organizations are responsible for all vehicle damages resulting from anything other than routine wear and tear. Any negligence while using University vehicles will result in the immediate suspension of reservation privileges. Individuals and organizations whose negligent behavior damages University vehicles will be subject to sanction or will jeopardize their official recognition.

8. Individuals and organizations may be billed by the Physical Plant Office for all vehicle mileage charges.

9. For student organizations, any accidents or injuries occurring while traveling must be reported immediately to the Director of Campus Activities/University Center and the Director of Physical Plant. When filing accident reports with police or law enforcement officers, insurance information located in the glove compartment of University vehicles should be used.

10. Vehicle keys are available immediately prior to departure times. If individuals or organizations are departing outside of normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), special arrangements must be made for key pick-up with the Physical Plant Office.

11. University vans must be parked in parking lot D (south of the tennis courts) after use and the keys must be returned to the Physical Plant Office immediately after use and no later than 8:00am the following morning after a night or weekend use. Three late key returns may result in suspension of driving privileges.

Statement on Acceptable Use of University Computing Resources

Approved by the Academic Computing Council—January 12, 1994 (with acknowledgment to the Florida State University Office of Information Resource Management)

Our Lady of the Lake University provides many computing and network resources for use by University undergraduates, graduate students, faculty, and staff members. The resources administered by the Institutional Technology Services and the various schools, colleges, and departments are intended for educational purposes and to carry out the legitimate business of the University. Appropriate use of the resources includes instruction, independent study, authorized research, independent research, and the official work of the offices, departments, recognized student and campus organizations, and agencies of the University. The computing and network resources of the University may not be used by members of the
University community for personal commercial purposes or for personal financial gain.

Those who use the campus and network computing resources are required to use the technology in a manner consistent with state and federal computer crimes legislation and the Electronic Communications Privacy Act of 1986. Unauthorized or fraudulent use of the University’s computing resources is a serious violation and may result in prosecution and punishment as applicable. Offenses against intellectual property, such as duplicating software protected by copyright or trade secret law, are also violations of the law.

The University supports the statement on software and intellectual rights distributed by EDUCOM, the non-profit consortium of colleges and universities committed to the use and management of information technology in higher education, and ITAA, the Information Technology Association of America, a computer software and services industry association:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

“Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

The framework of responsible, considerate, and ethical behavior expected by the University extends to use of campus microcomputers and workstations, general-use computers, campus network resources, and use of networks throughout the world to which the University provides computer access. The following guidelines do not cover every situation that pertains to proper or improper use of the resources, but they do suggest some of the responsibilities which University community members accept when using University computing resources or the network access which the University provides.

Guidelines for Acceptable Use of University Computing Resources
1. Individuals with computer accounts are responsible for the use made of those accounts. To protect accounts from unauthorized use, individuals should establish passwords that will not be easily guessed. If individuals discover unauthorized use of accounts, individuals should change passwords and report the intrusion to the system administrator. Passwords should be changed on a regular basis to assure continued security of accounts.

2. Individuals must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or tapes belonging to any other person, whether at the University or elsewhere, unless specifically authorized to do so by that individual. (Note: If an individual has explicitly and intentionally established a public server, or clearly designated a set of files as being for shared public use, others may assume authorization.)

3. Individuals must not attempt to decrypt or translate encrypted material, or obtain system privileges to which they are not entitled. Attempts to do any of these are a serious infringement.

4. If individuals encounter or observe a gap in system or network security, individuals should report the gap to the Institutional Technology Services office or the system administrator, as appropriate. Individuals must refrain from exploiting any such gaps in security.

5. Individuals must avoid any action that interferes with the supervisory or accounting functions of the system or is likely to have such effects.

6. Individuals must be sensitive to the public nature of shared facilities. University computing resources cannot guarantee the privacy or confidentiality of electronic communications. All messages should be deemed to be readily accessible to the general public, though such access is generally not authorized. Individuals must take care when using general access computers not to display images, sounds, or messages which could create an atmosphere of discomfort or harassment for others. Individuals must refrain from transmitting to others in any location inappropriate images, sounds, or messages which might reasonably be considered harassing.

7. Individuals must avoid using computing resources for the following: game playing or other trivial applications, particularly over dial-in modem lines; sending frivolous or excessive mail or messages locally or over an affiliated network; printing excessive copies of documents, files, images, or data. Individuals must refrain from using unwarranted or excessive amounts of storage and from printing documents or files numerous times because of not checking thoroughly for all errors and corrections. Individuals must be sensitive to special needs for software and services available in only one location or on certain workstations and
give up that spot as soon as possible to those whose work requires the special items.

8. Individuals must not prevent others from using shared resources by running unattended processes or placing signs on devices to "reserve" them without authorization. Devices left unattended for more than 10 minutes may be assumed to be available for use and any process running on that device terminated.

9. The University offers many programs and datasets that have been obtained under contracts or licenses that convey the right to use the product but deny the right to copy, cross-assemble, or reverse-compile. Individuals are responsible for determining that programs or data are not restricted in this manner before copying them in any form, or before reverse-assembling or reverse-compiling them in whole or in part. If it is unclear whether individuals have permission to copy software, individuals should assume that permission is denied and should check with the appropriate system administrator.

10. If individuals create or maintain electronically-stored information which is important to their work or to the University in general, such individuals are responsible for making frequent backups of the information.

11. If individuals operate or use personal, privately-owned commercial software on University computing resources, such individuals are responsible for ensuring such software is “virus free” before installing. Further, individuals must be prepared to definitively validate their ownership of such software. Use of “pirated” software will not be tolerated.

12. Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings must meet the same standards for distribution or display as if they were tangible documents or instruments. Individuals may publish their opinions, but such opinions must be clearly and accurately identified as coming from the individual, or, if individuals are acting as the authorized agent of a group recognized by the University, as coming from the group the individual is authorized to represent. Attempts to alter the “From” line or other attribution of origin in electronic mail, messages, or postings will be considered infringements of University rules.

13. If individuals create, alter, or delete any electronic information contained in or posted to any campus computer or affiliated network, it will be considered forgery if it would be considered so on a tangible document or instrument.

14. Individuals must not create, send, or forward electronic chain letters.

15. Federal, state, and local laws govern many aspects of computer and telecommunications use. Members of the University community are expected to observe and comply with those laws, as well as all University rules and regulations.

Statement on Political Speakers

Our Lady of the Lake University is a non-profit, tax-exempt educational institution. As such, it is legally prohibited from engaging in partisan or non-partisan political activities, lobbying, or providing financial or other support to any political candidate or organization.

The University shall not extend invitations to appear on campus to any individual engaged as a candidate in an active political campaign. However, a campus organization may extend an invitation to office holders, candidates, or representatives of candidates provided that all declared and eligible candidates for that particular office are invited. When candidates from independent organizations are running for specific offices, all office holders and candidates of other parties also must be invited.

The exclusive right to extend invitations for campus speaking engagements to individuals holding public office or to declared political candidates is ultimately retained by the President and the Board of Trustees. This prerogative should be exercised consistent with the University’s by-laws and in a manner consistent with the University’s mission and goals.