**GOVERNOR'S SCHOOL
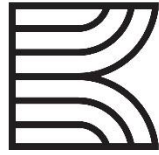FOR THE ARTS**
A PROGRAM OF

**KENTUCKY
PERFORMING
ARTS**

GSA 2021 Student Handbook

REGULAR WEEKDAY SCHEDULE
For 2021 GSA Students (EDT)

7:15 a.m. – 8:30 a.m.   **Breakfast**
                                Champions Kitchen, Student Center

8:45 a.m. – 9:30 a.m.   **Virtual Morning Presentation/Performance & Announcements**
                                Each student views from laptop or other device in their dorm room

9:30 a.m. – 10:00 a.m.   **Transition to Studio Time**
                                Students meet Discipline Assistants outside of Holmes Hall and are
                                escorted to class.

10:00 a.m.   **Morning Studio/Class Time**
                                Various Locations

12:30 p.m. – 1:30 p.m.   **Lunch for Group A:** Architecture & Design, Creative Writing, Dance, Film
                                & Photography, Musical Theatre, Vocal Music
                                Champions Kitchen, Student Center

1:00 p.m. – 2:00 p.m.   **Lunch for Group B:** Drama, Instrumental Music, Visual Art
                                Champions Kitchen, Student Center

After Lunch   **Afternoon Studio/Class Time**
                                Various Locations

6:00 p.m. – 7:00 p.m.   **Dinner for Group A:** Architecture & Design, Creative Writing, Dance,
                                Film & Photography, Musical Theatre, Vocal Music
                                Champions Kitchen, Student Center

6:30 p.m. – 7:30 p.m.   **Dinner for Group B:** Drama, Instrumental Music, Visual Art
                                Champions Kitchen, Student Center

After Dinner – 10:00 p.m.   **Studio Time, Residential Life Activities, or Free Time**
                                Various Locations

SATURDAYS begin one hour later, starting with breakfast at 8:15 a.m. and Morning
Presentation/Performance & Announcements at 9:45 a.m.

SUNDAYS have *no Morning Presentation or Morning Studio block*, with the rest of the schedule the
same as above. Besides meals, your first activity will be Afternoon Studio (starting at 1:30 p.m. or 2:00
p.m., depending on your art form).

STUDENT EXPECTATIONS & GUIDELINES

GSA's community of artists exists in an environment that is safe, fun, healthy, inclusive, and supportive – and each of us plays a role in creating that environment. It is important that we all agree to a common set of expectations and rules for our safety and wellbeing.

Especially during the COVID-19 pandemic, it is important that we prioritize safety measures that will ensure your health and the health of your fellow GSA community. This will require daily commitment and discipline from each of us as we follow COVID-19 safety protocols.

The purpose of these policies is not to restrict students, but rather to allow each individual to take full advantage of the GSA program.

Student guidelines specifically related to COVID-19 safety are as follows. To help ensure the safety of the GSA community and to comply with the protocols of public health officials and the University of Kentucky, these guidelines may be more conservative than what is standard outside of the GSA program. Guidelines may be updated at any time, and any changes will be communicated to students.

- Students who are fully vaccinated against COVID-19 must submit proof of vaccination to GSA by the end of the day on June 21st.
- Students who are not fully vaccinated against COVID-19 must complete a COVID PCR test within five days prior to arriving on campus (You can complete your test as early as June 22nd). Each student who is unvaccinated must submit a negative test result to GSA before they will be permitted to arrive on campus and participate in the program. These results must be submitted to GSA by noon on June 26th.
- In the 14 days before arriving before campus, students are asked to follow the Centers for Disease Control's (CDC) guidance for travelers. If a student is unvaccinated, GSA requests they engage in two weeks of physical distancing, mask-wearing when not at home, avoiding unnecessary travel, and refraining from indoor social gathering with people outside of their households prior to the summer program.
- GSA students are highly encouraged, but not required, to receive a COVID-19 vaccination in advance of GSA *if they are eligible to do so*. Ideally, complete your second vaccination at least two weeks prior to GSA.
- Students agree to know the symptoms of COVID-19 and immediately to tell GSA staff/faculty if they are experiencing any symptoms.
- Students will prioritize healthy practices to protect themselves and others from COVID-19, such as thorough handwashing, covering coughs/sneezes, keeping common spaces clean, keeping personal items such as toothbrushes protected, etc.
- Protective facemasks must be always worn by all GSA students throughout the program, inside and outside, except for when alone in a room, eating, drinking, exercising, or when it interferes with required curricular activities. "Required curricular activities" that cannot be accommodated with a facemask will determined by faculty and approved by the GSA Director. This includes when you are in an open common space of your dorm room with a roommate present. GSA will use the CDC's guidelines to determine what is/isn't proper face mask usage.
- Students agree to participate in COVID-19 testing provided by GSA during the summer program, potentially to include proactive testing of all students/staff during program, as well in the case that a student is experiencing symptoms of COVID-19.

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- Students must always maintain six feet of social distance from all other individuals.
- Students must comply with all room capacities communicated to them by signage or by GSA staff.
- Students agree to comply with any other guidelines set forth to prioritize safety from COVID-19.

Additional guidelines and expectations are as follows:

- Students shall strive to participate at the highest level of their ability throughout the program. This includes mindfulness of healthy practices, including hydration, eating well, prioritizing rest when possible, etc.
- Students must arrive for all classes, seminars, activities, and performances at or before the announced time.
- The rights of others to a clean, orderly, safe, and sometimes quiet environment must be respected. Consideration/Quiet hours in the dormitory are to be observed by everyone. As guests of the University of Kentucky, students will help keep facilities clean.
- No student will be permitted to leave the campus unless supervised by GSA or Kentucky Performing Arts staff, or if permission is given by the Director.
- Students shall confine their activities to facilities, classrooms and other campus areas designated for use by GSA.
- Students may not operate or enter motor vehicles during the program, unless student requires transportation for medical attention, etc.
- For safety and identification purposes, students must wear GSA t-shirts for any off-campus activities. A shirt is provided, at no charge, to all students and staff.
- Upon arrival, each GSA student is issued a student identification card. In addition to identification and security purposes, the I.D. serves as a meal ticket and admission to events, etc. From check-in on June 27 to close of day July 17 all students **must wear** their Student I.D. at all times (unless faculty or staff permits removal due to activity).
- To avoid injury, GSA students must wear appropriate footwear at all times outside their dormitory room. Proper personal hygiene and dress are required throughout the program.
- Visitation by family and friends is prohibited at any date or time during GSA, including field trips. Parents/Guardians are welcome to drop off items to campus at any time during the program and staff will ensure delivery to the student.
- Socializing with participants in other programs, University of Kentucky summer students and dormitory residents is prohibited.
- Male and female students will live on different floors of the dormitory. There will be no co-ed visitation on the floors at any time for any reason. Violation of this rule will be grounds for an immediate conference with the Program Director and possible dismissal from the program. Co-ed socialization will be permitted in dorm lobby and lounge areas as designated by residential life staff. Students who are transgender and/or non-binary are encouraged to contact GSA to discuss a housing plan that meets their needs.
- Students are not permitted to obtain or provide permanent or semi-permanent body art or piercings during the program. This includes providing these items to oneself (self-piercing and self-tattooing are not permitted during program).
- Clothing that displays offensive, unhealthy, or inappropriate logos or language is prohibited, and clothing items must fully cover undergarments, chest, stomach, and upper thighs at all times.

- Personal cell phones and cellular-enabled smart watches are allowed, but students cannot bring these items outside of their dorm hallway. Students will be written up for having these devices outside of dorm hallways.
- iPods, MP3 players, and other small portable audio equipment are allowed in the lobby, lounge areas, and dorm rooms. Use of these devices during studio is left to the discretion of the faculty. **GSA is NOT responsible for lost or stolen items.**
- **GSA does not allow students to bring TVs, refrigerators, or DVD players for personal use.** Community TVs are available in student lounge areas.
- Where required, RA staff will assist GSA students while crossing public streets using designated crosswalks. Violation of this and any other safety procedures will be cause for immediate dismissal from the program.
- Bullying in any form in not allowed at GSA. This includes bullying through social media, text messaging, other forms of written communication, and verbal communication. This includes both direct bullying of a victim, as well as the spreading of malicious gossip, rumors, etc. in large or small groups.
- Students must be mindful and respectful of others' physical, social, and emotional boundaries. Do not assume others' boundaries are the same as yours.
- Profanity, verbal abuse, and disrespect of others will not be tolerated.
- The following are prohibited while attending GSA, both while on the campus of University of Kentucky and while on field trips:
  - The possession and/or use of cigarettes, e-cigarettes, vape pens, and chewing tobacco.
  - The possession and/or use of illegal drugs, drug paraphernalia and/or the abuse of prescription and/or over-the-counter medication. Students are prohibited from sharing medication with each other.
  - The possession and/or use of alcohol.
  - Firearms, fireworks, BB guns, knives, swords, needles, or other potentially dangerous weapons are prohibited. Possession of weapons is grounds for removal from the campus and summer program.
- GSA reserves the right to search any GSA student's room and/or belongings and to seize any contraband found, including but not limited to cigarettes, alcohol, drugs, or weapons. Confiscated items will be turned over to University of Kentucky Police and available for viewing by parents and/or guardians.

- Theft or vandalism of property or tampering with fire or safety equipment will be grounds for immediate dismissal from the program.
- Sexual activity, physical contact of a sexual nature, sexually-charged language, sharing of sexual images or content via texting/messaging/social media, and sexual harassment/intimidation of any kind are strictly prohibited.
- Fighting, violence or abusive behavior toward others will be grounds for immediate dismissal from the program.
- Students may not engage in any illegal activity, nor any activity which could subject GSA to public ridicule or disrepute.
- Students accepted to GSA are perceived by their communities and peers as representatives of the GSA program, even before they step foot on campus. As such, GSA students are expected to exhibit respectful and legal conduct in advance of the program, as well as during it. This includes behavior on social media. Should an accepted student exhibit behavior unbecoming of GSA's guidelines prior to attending the summer program, GSA may re-evaluate the student's invitation to attend summer program.

OTHER RULES AND GUIDELINES MAY BE ANNOUNCED AS NEEDED.
VIOLATION OF ANY OF THE GSA EXPECTATIONS AND RULES MAY RESULT IN DISMISSAL FROM THE PROGRAM, AT THE COMPLETE DISCRETION OF THE GOVERNOR'S SCHOOL FOR THE ARTS

STUDENTS AGREE TO OBSERVE RESIDENCE HALL HOURS AS LISTED BELOW:

10:00 p.m. (EDT)   Consideration/Quiet Hours begin.

10:30 p.m.   No food delivery orders placed after this time.

11:30 p.m.   All students **must** be on their floors.
                              Food must be delivered prior to this time.

12:00 a.m.   All students **must** be in their rooms.

No student may leave the residence hall before 7:15 a.m. or after 11:30 p.m. at any time during GSA. Exceptions will only be made for student athletes participating in morning runs/activities with residential staff supervision.

Safety and University of Kentucky Police Department (UKPD)
UKPD's mission is to promote a safe and secure campus environment for students, faculty, staff, and visitors at the University, providing quality police services ethically, fairly, and equally in partnership with members of the community.

How to Contact the UKPD
From your cell phone in an emergency:
- Dial 859-257-UKPD (8573) to directly reach UKPD
- Dial 9-1-1 and tell the dispatcher you are on the UK campus
- Use the LiveSafe Mobile App to call or text UKPD
- If you are off campus, dial 9-1-1 to reach the local police/emergency response team

From a University Landline in an emergency: dial 9-1-1 (you do not need to dial an additional "9" first)

In a non-emergency: Dial 859-257-1616

UK has over 30 Emergency Blue Phones throughout campus with 360° loud speakers on each tower, a bright LED blue light for better visibility, an emergency push button speaker phone that reaches UKPD dispatch, and a camera mounted above the tower. These speakers are part of the UK emergency notification system and provide outdoor notification.

If you notice a safety hazard, notify a GSA staff/faculty member as soon as possible so they can work with UKPD to remedy the problem.

While you will always be in close proximity to a GSA staff of faculty member, remember these safety tips:
- Don't walk alone
- Determine safe, well-lighted route in advance

- Be an alert walker
- Never prop open a door or let a non-GSA individual into a locked building
- Always let someone know your plans
- Always use common sense and caution.
- Residence hall doors stay locked 24 hours a day, accessible by code or card.

MEDICAL ATTENTION AND EMERGENCY
If medical attention if required, students are taken to UK Good Samaritan Hospital, UK Chandler Hospital, or Lexington Urgent Care by a Residential Advisor or ambulance, if needed.

MEDICATION
GSA does not dispense or store medications, including over-the-counter painkillers, cold, flu, or upset stomach medications. Students are responsible for (1) bringing enough medication for three weeks, (2) storing their medication in their room, and (3) responsible usage of their own medication, including taking the correct dosage at the correct times. GSA is not responsible for a student's medical non-compliance.

EMERGENCY PROCEDURES
Your cooperation in following the procedures and standards listed below may be important in saving your life and the lives of other GSA students if a fire or similar disaster should occur. It is the responsibility of every resident to be familiar with these procedures and standards and to observe them fully. Treat any drill as a true emergency. All students will be trained on Fire Evacuation and Severe Weather procedures, as well as other safety and emergency situations.

Fire
If you discover a fire:
- **R—Rescue** anyone in immediate danger, if possible, without endangering yourself. NEVER enter an unknown (or unfamiliar) area, especially if smoke is visible.
- **A—Activate** the fire alarm system: Immediately call:
  - From campus phone: 911
  - From cell phone*: 911 or #UKPD (#8573)
    - *If you dial 911 from a cell phone to report something on campus, immediately tell the dispatcher that you are calling from UK Campus and provide them with the street address or exact location from which you are calling.
- **C—Confine** the fire by closing doors as you leave the building.
- **E—Evacuate** the building and report the situation to the first arriving firemen or police. DO NOT USE ELEVATORS.
  - you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.
  - DO NOT RE-ENTER the building until you have been instructed to do so.

When the fire alarm sounds:
- **FEEL THE DOOR**—a "too hot to touch door" means the fire is outside the door.
- **IMMEDIATELY EVACUATE** the building. Go to your pre-designated area. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. Close the door as you leave the room.
- **CRAWL** should you get caught in smoke. If necessary, go to the window and signal for help.

- **ASSIST A PHYSICALLY IMPAIRED PERSON TO THE CLOSEST EXIT STAIRWELL** and advise emergency personnel of this condition.
- **NEVER RE-ENTER THE BUILDING** until fire officials give the approval.
- **REPORT** anyone causing a false alarm to the emergency responding personnel.
- If trapped in the building:
    - Close all doors and windows.
    - Wet and place cloth material around and under the door to prevent smoke from entering.
    - Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

Fire Safety

Fire safety equipment (such as fire doors, fire alarms, and fire extinguishers) is present to protect lives and property. Tampering with the smoke detectors and improper use of fire doors is prohibited and can result in removal from the residence halls and summer program.

Flammable liquids such as gasoline and paint thinners are not permitted in the residence halls for any purpose. Because of the potential threat to personal safety in the event of a fire, clothing and other flammable materials are not allowed as ceiling hangings over lights, smoke detectors, or sprinklers. Students must cooperate with this regulation when decorating their rooms. Flammable or wet materials must not be placed above heaters. Do not string wires or extension cords under the rug, over hooks, around your door, or any place where these may be subject to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.

The following are not permitted in your residential hall room: candles, camping stoves, combustible liquids/materials, crock pots, deep fryers, electric skillets, excessive wall coverings, extension cords (power strips are OK), grills, halogen lamps/lights, hot plates, immersion coals for heating water, incense/incense burners, lamps with plastic shades, multi-plug adapters, ovens or stoves, portable heaters, power tools, sunlamps, and toaster ovens.

Tornado

If a **Tornado Warning** is issued or a tornado occurs:
- Move to your pre-designated Storm Shelter Area immediately.
- If your Storm Shelter Area is unavailable:
    - Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
    - Do not open windows.
    - In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.
- Get out of vehicles, trailers, and mobile homes immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.
- If caught outside with no shelter:
    - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
    - If your vehicle is hit by flying debris while you are driving, pull over and park.

- o Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible.
  - o Do not get under an overpass or bridge. You are safer in a low, flat location.
  - o Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
  - o Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Hostile Intruder/Active Shooter
If you hear GUNFIRE or someone has a gun and is intent on doing harm:
- If near an exterior exit, try to leave the building.
- If in an open area, seek refuge immediately.
- Choose an area that can be locked or secured from the inside if possible.
- Select a room without windows.
- Hide behind a desk, under a table, in a closet or bathroom.
- Turn off office lights. Get behind heavy furniture. Remain still and quiet until you have been advised by emergency personnel that the situation is under control.
- Call 911 and report your location and the situation.

COVID-19 PROCEDURES IN EVENT OF SYMPTOMS OR POSITIVE TEST
If GSA student or personnel feels sick/experiences symptoms of COVID-19, or is determined to have been exposed to someone with COVID-19:
- If a student, they will report their symptoms as soon as possible to a GSA staff member, who will then report the symptoms to GSA administration. If GSA personnel, they will report their symptoms to GSA administration.
- Persons experiencing symptoms or exposure will be placed in an isolation room within their residential hall.
- GSA personnel will provide food and other basic/essential needs in a contactless manner via CDC guidelines.
- A Rapid COVID test will be conducted on the individual as soon as possible.
- If a student, the students' parents/guardians will be notified of isolation and impending COVID-19 test.

If a GSA student tests positive for COVID-19:
- **Parent/legal guardian must pick up student from campus as soon as possible**. If parents/legal guardians are unable to pick up student from campus within 24 hours, another approved adult must pick up the student. This adult will be identified by the parents in pre-program paperwork and must present identification upon arrival.
- As needed, contact tracing, isolation and COVID-testing of potentially exposed individuals will be conducted.
- Student will still be considered an alumnus of GSA, even if program is not completed due to contraction of COVID-19.
- GSA will work with UK and local health authorities to ensure proper reporting is executed.
- If possible, GSA will explore opportunities to engage the student remotely for remainder of program.

If a member of GSA personnel tests positive for COVID-19:

- If possible, staff member will leave campus as soon as possible.
- If staff member is unable to be housed off campus (for instance, if a staff member lives out of state), GSA will work with UK to provide extended isolation housing if/as possible.
- If possible, GSA will work with staff member to explore potential of continuing to work for GSA remotely for remainder of summer program.

If a member of the GSA community tests positive for COVID-19 during the program, all parents will be notified of the existence of a positive case (while honoring the confidentiality of health information/identity of the individual who has tested positive). Parents will be notified if their child has been exposed to the individual who tested positive (per CDC's definition of COVID exposure) and will be updated as stated in the policies listed above.

Miscellaneous Residential Life Info

COUNSELING
Your RA has been trained to assist you with your needs while attending GSA. Whether it is a question on how to run the washer/dryer or how to ask your roommate to compromise, etc., your RA (or any GSA RA) is happy to help you. If you just need to talk, you have the option of talking to an RA or going to our on-campus counselor. The counselor is there to help you work through any issues or problems you might have while at GSA. We hope you will take advantage of this wonderful resource without hesitation.

ATM MACHINES
An automated teller machine is located inside the Gatton Campus Center.

HOUSEKEEPING
Everyone is responsible for keeping housing facilities clean. Please ask your RA what to do with your bagged trash and any additional trash (e.g. pizza boxes) at your first hall meeting. Extra trash bags are available from your RA or in the Staff office.

IDENTIFICATION/MEAL CARD
GSA issues a GSA photo ID to all students. This card serves as a photo ID and controls access to meal plans. Report lost IDs to your RA IMMEDIATELY. Card must visibly be worn by students at all times. The mandatory replacement fee for a lost ID is $37.

LAUNDRY FACILITIES
Laundry in the washers and dryers should always be attended. Students should bring their own laundry supplies as GSA does not provide these. GSA and/or UK will not assume responsibility for lost or stolen items.

LOCKOUTS/KEY LOSS
If you are locked out, you must first try to locate your roommate to let you in. If you cannot locate your roommate, you must let an RA on your floor know and wait to be let in. Lost keys should be reported immediately to your RA or the Staff Office. Before a new key is issued, the student must pay a $37 replacement fee.

LOST AND FOUND

There will be a lost and found box kept in the GSA Staff office for the duration of the program. If you lose an item over the course of the program, please let your RA know and continue to check with the Staff office. Any items not retrieved by the end of Final Day will be kept for 30 days at the GSA office in Louisville and then disposed of.

MAIL
U.S. Mail will receive priority at all times for delivery and is distributed to individuals by their RA on a daily basis. There is no mail delivery on Saturday, Sunday, or legal holidays.

MAINTENANCE
Please notify your RA of any maintenance issues with your room or in community spaces on your floor (washer/dryer, sink/toilet, showers, etc.) Your RA will fill out a report and submit it for repair. Please notify your RA when the problem has been resolved.

MEALS
Breakfast, lunch, and dinner will be provided in Champions Kitchen at the UK Student Center. Please have your GSA ID at every meal. Your RA will make you aware of any changes in the mealtime schedule.

NOISE
To ensure a pleasant living environment and beneficial conditions for learning, stereos, or any form of musical instrument should be audible only in the room in which they are being played during quiet hours. Loud conversation and other forms of vocal noise in public areas (hallways, lounges, bathrooms, stairwells, etc.) are to be kept to a minimum**. In effect 24 hours a day, noise complaints from other residents in the residential areas due to musical instruments, music or media devices creating a disturbance outside a room's boundary will be referred to the Program Director.**

UK COMPUTER GUIDELINES
A. The University provides technology resources and access to technology resources to authorized users in order to support the University's mission. Use of technology resources must be compatible with the academic, educational, public service, patient care, and research initiatives of the University and with applicable laws, regulations, and licenses. As a condition of use and access to technology resources, each user must comply with this regulation.

B. The use of the University's technology resources and network capacity is a privilege, not a right. The University generally does not monitor or restrict the use of technology resources but may limit access to or review and monitor technology resources and the use of technology resources when there has been a violation or alleged violation of University regulations, policies, procedures, directives, or state or federal laws.

C. The University preserves the confidentiality of certain data and information that the University maintains about individuals who attend or work at the University, or patients who receive treatment or services at the University. However, users do not acquire an absolute right of privacy regarding their use of technology resources or information or data stored on the University's technology resources. In the case of a violation or alleged violation of University policy or the law, the University may disclose information pertaining to use of its technology resources to University administration,

law enforcement, investigating authorities, and others as the University deems appropriate. Except when inappropriate or impractical, users will receive prior notice of such disclosures.

D. Legitimate reasons for individuals other than the account holders to access electronic files, computing infrastructure, network traffic, or to disclose information to third parties includes, but is not limited to:

    a. Ensuring the continued integrity, security, or operation of University systems;

    b. Protecting user or system data;

    c. Ensuring continued effective unit or departmental operations;

    d. Ensuring appropriate use of University systems;

    e. Satisfying a legal obligation;

    f. Complying with the Kentucky Open Records Act;

    g. Complying with federal regulations/rules (e.g., Federal Rules of Civil Procedure for EDiscovery); and

    h. Health and safety emergencies.

E. Unit or University system administrators may access or permit access to a user's data if they have permission from the individual and after review or approval by a senior University official (Legal Counsel, HR Vice President, or the Dean of Students). If they receive a request to access an account where the employee cannot give permission for reasons of incapacitation, then permission must be obtained from the Office of Legal Counsel to grant access.

F. University system administrators may access a user's data if they receive a court order directing the University to provide the data, receive a notice of a violation of University policy or directives, or receive a notice of illegal activity.

G. University students, employees, contractors, and vendors will be subject to legal and corrective action as a result of any use of technology resources that is illegal, unauthorized, or in violation of this or any other University policy or directive.

H. Colleges, departments, and other administrative units may issue specific technology policies and procedures that support their organizational missions and requirements. Such policies may be more restrictive than University policy, but shall not be more permissive.

I. Eligibility: In general, access to technology resources is provided to the following users:

    a. Students and employees, in support of University operations and initiatives.

        i. Students may access and use University technology resources until they graduate or are not enrolled for two consecutive semesters (not including summer). A student's account will be disabled after one inactive semester, and purged after the last enrollment period of the second semester for which the student is not enrolled. Enrollment is determined using University records.

        ii. Employees may access and use University technology resources until the termination of their affiliation with the University.

        iii. A user whose status as a student or employee has been terminated by the University is no longer authorized to utilize technology resources, even if their access has not been blocked by technology services

b. Individuals not affiliated with the University who are engaged in research or support of University operations and initiatives. These persons may include, but are not limited to, conference attendees, external research collaborators, external entities under contract with the University, and visitors. The eligibility of these individuals to access technology resources or data requires initial and periodic verification by a sponsor. Requests must be accompanied by the reason for the access, the name and contact information of the sponsor, and the length of time for which the access will be required.

c. Access to technology resources by retired employees is generally limited to electronic mail and academic or research systems. This access is a recognized benefit to the University community as long as providing these resources is economical and does not adversely affect the operations of the University. In the event that UK resources become constrained, this practice may be restricted or eliminated. Alumni of the University are not eligible to use technology resources unless eligible under another category.

J. <u>Appropriate Use:</u> Each user is responsible for adhering to the highest standard of ethical, responsible, and considerate use of technology resources. Under no circumstances can University technology resources be used for purposes that are illegal, unauthorized, or prohibited by law or University regulations, policies, procedures, or directives.

a. Specifically, each user of technology resources must:
- **i.** Use technology resources only for authorized purposes in accordance with UK's regulations, policies, procedures, and directives and Federal, state, and local laws.
- **ii.** Secure and maintain all computer accounts, passwords, and other types of authorization in confidence, and inform the Office of the Chief Information Officer at cybersecurity@uky.edu immediately if a known or alleged violation of University regulations, policies, procedures, or directives occurs;
- **iii.** Maintain confidential, protected, and proprietary data and information, particularly of data prescribed by law and University policy, in accordance with appropriate security measures;
- **iv.** Be considerate in the use of shared technology resources and network capacity, coordinating with the Office of the Chief Information Officer for "heavy use" operations that may slow daily performance for other users; and
- **v.** Maintain all data in accordance with the State University Model Record Retention Schedule.

b. Incidental personal use is an accepted and appropriate benefit of being associated with the University's technology environment. The senior management of each unit is authorized to determine the nature and amount of incidental personal use by members of the unit. An employee's supervisor may require the employee to cease or limit any incidental personal use that hampers job performance, adversely affects or conflicts with University operations or activities, or violates University policy. All direct costs (for example, printer or copier paper and other supplies) attributed to personal incidental use shall be assumed by the user.

c. Users of technology resources must not:
- **i.** Obtain or use another's login credentials or otherwise access technology resources to which authorization has not been expressly given. This obligation includes, but is

not limited to, using another's login credentials to hide an identity or attribute the use of data or technology resources to another user.

ii. Copy, install, or use any software, data, files, or other technology that violate a copyright or license agreement. In particular, each user must not distribute or download copies of copyrighted material without explicit permission from the copyright owner. Note: Copyright law applies to materials such as games, movies, music, or software in both analog and digital format. Users shall not download an illegally distributed file to a technology resource. Copyright holders regularly notify the University of Kentucky of infringing activity using the procedures outlined in the Digital Millennium Copyright Act of 1998 (DMCA) and other legal procedures. As a service provider, the University must investigate complaints and take action to remove unlawful material. The law provides means for a copyright owner to obtain the identity of a subscriber. If you illegally possess or share copyrighted materials, you may be denied access to the University's technology resources, be subject to corrective actions via the Office of the Dean of Students and Human Resources, and possibly face civil or criminal legal proceedings and sanctions.

iii. Utilize technology resources to create or transmit false or deceptive information, misguided alerts, or warnings, or to participate in any other fraudulent or unlawful activities.

iv. Monopolize or disproportionately use shared technology resources, overload systems or networks with endless loops, interfere with others' authorized use, degrade services, or otherwise misuse or misappropriate computer time, connection time, disk space, or similar resources.

v. Add, modify, reconfigure, or extend any component of the University network (e.g., hubs, routers, switches, wireless access points, firewalls, etc.) without express written authorization from the Office of the Chief Information Officer.

vi. Compromise the security of any data or technology resources or attempt to circumvent any established security measures, for any reason, (e.g. using a computer program to attempt password decoding). Users must not acquire, store, or transmit any hardware or software tools that are designed to compromise the security of technology resources without the express written authorization by the Office of the Chief Information Officer.

vii. Send unsolicited mass mailings or "spamming." Mass mailings must only be sent to clearly identified groups for official purposes, and may not be sent without proper authorization and coordination with UK Public Relations and Marketing.

viii. Install, store, or download software to University technology resources unless such conduct is consistent with the University's educational and academic policies.

ix. Engage in any acts or omissions to intentionally or unreasonably endanger or damage any data or the security or integrity of any data or technology resources.

x. Knowingly access, add, or modify any data without proper authorization.

xi. Utilize University technology resources to promote, solicit, support or engage in any commercial activities on behalf of or for the benefit of any person or entity other than the University without prior authorization from the appropriate University entity.

K. Misuse or Abuse of Technology Resources
   a. Allegations of abuse or misuse must be forwarded to the appropriate office for investigation and resolution.

    b. Reporting: Apparent or suspected misuse or abuse of UK technology resources must be immediately reported to the Office of the Chief Information Officer at cybersecurity@uky.edu. The IT Security & Policy Office represents the Chief Information Officer with respect to these issues. Where violations of University regulations, policies, procedures, and directives or state or federal law are alleged, appropriate University administrative offices and law enforcement may be contacted.

    c. Technical Investigation: In the event of an alleged misuse or abuse of technology resources, a technical investigation or computer forensics may be required and the IT Security & Policy Office will coordinate the gathering and interpretation of relevant information. All investigations will proceed in accordance with applicable University practices, policies, procedures, and directives, and in compliance with applicable laws protecting the privacy of any records or data involved in the incident.

    d. Corrective actions: Violations may result in corrective actions such as, but not limited to, terminating access to technology resources, disciplinary action, civil liability, and criminal sanctions. The University may temporarily suspend or block access to any account, data, or technology resources prior to the completion of an investigation when it is reasonable to do so in order to protect data or the integrity, security, and functionality of technology resources, or to otherwise protect the University or its constituents. Except when inappropriate or impractical, users will receive prior notice of sanctions.

L. <u>Access and Breaches</u>

    a. Requests for access to and reports of any breaches of managed technology resources must be directed to Information Technology User Services at 218help@uky.edu or 859-218-4357.

    b. Requests for access to technology resources not managed by ITS must be directed to the administrative office where the service is located. Additionally, requests for use of other technology services (e.g. computers and copy machines) within a specific unit must be directed to the dean, department head, or director of the department in which the service is located.

    c. The IT Security & Policy Office is available to provide advice and consultation related to the eligibility of a user to access University technology resources.