

2.12.13 Information Services Policy for Employees

Policy Statement:

The University of Mobile's information services, resources, systems, and network, including Internet access and telephones, are the property of the University of Mobile. All users of the University of Mobile's information services are expected to utilize the resources responsibly, legally, and ethically for their intended purposes. Users must abide by all applicable copyright laws, licensure agreements, and University of Mobile policies.

The privilege of using the various components of the University's information services is limited to University students, faculty, and staff for the purposes of education, research, service, and other academic functions. Downloaded software and files on University-owned equipment are the property of the University.

The University of Mobile reserves the right to inspect any/all files and messages for compelling business, security, and/or legal reasons. An individual's privilege may be suspended at any time for misuse. Disciplinary and/or legal action against the violator may be taken, and appropriate charges for damages caused by misuse may be billed to the violator.

Approved by the Board of Trustees, April, 2006.

Approved by the Board of Trustees, February 16, 2011.

Approved by the Board of Trustees, April 29, 2016

Reviewed by the Board of Trustees, March 17, 2023.

2.18.1 Intellectual Property

The University of Mobile supports the intellectual property rights of faculty, staff and students. The primary intellectual property concerns center on:

1. **Copyright** - the bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of machine or device.
2. Patents - the bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.

Intellectual property created, made, or originated by a faculty member, staff, or student is usually the property of the author or inventor, except as he or she may voluntarily choose to transfer such property, in full, or in part.

The university shall own **copyright** in the following circumstances:

1. The university expressly directs a faculty member to create a specified work, or the work is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description or an employment agreement.
2. The faculty author has voluntarily transferred the **copyright**, in whole or in part to the institution. Such transfer shall be in the form of a written document signed by the faculty author.
3. The university has contributed to a "joint work" under the **Copyright Act**. The institution can exercise joint ownership under this clause when it has contributed specialized services such as the availability of LMS learning management system and/or facilities to the production of the work that goes beyond what is traditionally provided to faculty members or students generally in the preparation of their course materials. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

Material created for ordinary teaching use in the classroom or online and in department programs, such as syllabi, assignments, instructional materials and tests, shall remain the property of the faculty author, but institutions shall be permitted to use such material for internal instructional, educational, and administrative purposes, including, but not limited to, satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.

Funds received by the university from the sale of intellectual property owned by the college or university shall be allocated and expended as determined solely by the college or university.

Funds received by the faculty member and the college or university from the sale of intellectual property owned jointly by the faculty member and the University shall be allocated and expended in accordance with prior agreements.

*Excerpts taken from "Sample Intellectual Property Policy and Contract Language" (AAUP)

[2.18.11 Copyright](#)

The University operates in compliance with the *Guidelines for Fair Use* as set forth by the House Committee Report, September 3, 1976, and the guidelines outlined by the *American Library Association*, American Libraries, 1986. For current information about [copyright](#), consult J. L. Bedsole Library page at [<http://www.umobile.edu%3eacademics%3elibrary>]www.umobile.edu%3eacademics%3elibrary or consult a J. L. Bedsole Librarian.

[3.3.1.3 Prohibited Use](#)

Use of the University's information technology and digital resources should not violate applicable federal, state, and local law, including U. S. [copyright](#) law, or applicable University policies, and, if travel is involved, the laws of the relevant nation or state. From any location, University resources may not be used to transmit malicious, harassing, or defamatory content.

[3.5.1 Academic Integrity Policy](#)

Policy Statement:

Academic dishonesty is considered a serious violation of the basic mission of the University of Mobile. A student found guilty of academic dishonesty will be subject to disciplinary action which may result in suspension or dismissal.

Approved by the Board of Trustees, April 28, 1992.

Revised and approved by the Board of Trustees, April, 2006.

Approved by the Board of Trustees, February 16, 2011.

Approved by the Board of Trustees, April 29, 2016.

Reviewed by the Board of Trustees, March 17, 2023.

Procedure Statement:

See the *University of Mobile Catalog* Or *University of Mobile Student Handbook* for UM's Academic Integrity Policy and associated procedures.

University of Mobile's Academic Integrity Policy:

Students attending University of Mobile are expected to reflect a high standard of academic integrity and conduct in accord with basic Christian principles and the mission of the University. Any student found to be disruptive in class, or copying, plagiarizing (with or without an intent to deceive), cheating, engaging in unauthorized use of a test or of generative AI, forging, or lying to a faculty member in order to complete an assignment will be subject to disciplinary action.

- *Plagiarism* occurs when writers present the words or ideas of someone else as their own. Students are expected to acknowledge not only quotations, but summaries and paraphrases as well, attributing the sources of the information.
- *Unauthorized use of generative AI (e.g., ChatGPT, GPT-4, etc.)* involves a student's use of such tools in any way not explicitly approved by the specific instructor of a specific course. For example, if a student were to use generative AI to produce content and then submit that content as that student's own work product in completion of a course assignment, it would be considered a form of plagiarism (see above) and would be treated as such - unless the instructor of that course had given specific permission for students in that course to use such tools to complete that course assignment.
- *Unauthorized use of a test* includes the sharing or posting of assessment content so that it is readily available to other students, current or future.
- *Purchase and distribution of unauthorized copies of Instructor Solutions Manuals and Test Banks* infringes **copyright** law and can subject the seller and purchaser to legal remedies. Use of such unauthorized materials constitutes a violation of UM's Academic Integrity Policy.

Each faculty member has the responsibility of defining his or her academic expectations at the beginning of each session or sub-session. If a faculty member discovers a student violating the academic integrity code, he or she must either 1) assign a grade of "0" for the test or assignment; or 2) refer the incident to a faculty committee appointed by the faculty member's Dean. After the grading or ruling by committee, the incident, along with the evidence, is to be reported in writing to the Vice President for Academic Affairs with a copy mailed to the student.

The office of the Vice President for Academic Affairs determines whether the incident is the student's second offense and, if so, refers the matter to the academic affairs committee for disciplinary action. A student found guilty of a second offense is subject to academic suspension for up to one academic year. A third offense will result in academic dismissal. The student is entitled to appeal any case involving allegations of academic dishonesty or misconduct, in keeping with the appeal process outlined in the Student Handbook.

Revision approved by the Academic Affairs Committee, April 19, 2023

6.3 **Copyrighted** Materials

Policy Statement:

The University will respect and honor all applicable **copyright** laws and guidelines for fair use.

Approved by the Board of Trustees, April 28, 1992.

Approved by the Board of Trustees, 2006.

Approved by the Board of Trustees, February 16, 2011.

Revised and approved by the Board of Trustees, April 29, 2016.

Reviewed by the Board of Trustees, March 17, 2023.