



## Policies and Procedures Manual

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Title: Use of Alumni Online Community  
Policy Administrator: Director of Alumni Relations  
Effective Date: Jul-01-2008  
Approved by: Vice President for Development and Alumni Relations

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### **Purpose:**

The College of the Holy Cross Online Community is provided by the Alumni Association and the College and is designed to facilitate communication among alumni for personal or College-related purposes. To safeguard the operation of the College of the Holy Cross Online Community, the following specific rules and regulations have been established.

### **Policy:**

Information available on the Holy Cross Online Community is intended for the private use of Holy Cross alumni and for College-related purposes. Users must abide by the following rules:

- Unauthorized copying, reproduction, republishing, uploading, downloading, posting, transmitting or duplicating any of the material is prohibited. You may download or copy any downloadable materials displayed on the College of the Holy Cross Online Community for home, noncommercial and personal use only; provided, however, that you maintain all copyright, trademark and other notices contained in such material and you agree to abide by all additional copyright notices or restrictions contained in any material accessed through the College of the Holy Cross Online Community.
- Use of information or communications available through the College of the Holy Cross Online Community for any commercial, public or political purposes is strictly prohibited. Prohibited activities include, but are not limited to, solicitations for commercial services, cold-calling of any kind or mass-mailings for commercial purposes. Information available through the College of the Holy Cross Online Community may be used for specific personal and College-related purposes only.
- Users shall not restrict nor inhibit any other user from enjoying any service on the College of the Holy Cross Online Community. Posting of obscene materials or

use of obscene language, posting of vulgar materials, or use of vulgar language, or use of abusive, defamatory, profane, or threatening language of any kind, will constitute a violation of these policies governing the use of the College of the Holy Cross Online Community. Additionally, users shall not upload, transmit, distribute or otherwise publish any materials containing a virus or any other harmful component.

- All aliases adopted by College of the Holy Cross Online Community users are subject to approval by the College and/or the Alumni Association to ensure that the proper image is associated with the institution.
- Neither the College nor the Alumni Association is responsible for screening communications in advance, and neither the College nor the Alumni Association will actively monitor the use of the College of the Holy Cross Online Community. For this reason, it is essential that the alumni users of the College of the Holy Cross Online Community report any abuses or misuse of the College of the Holy Cross Online Community to the Alumni Association. If the College determines that a user's participation in the College of the Holy Cross Online Community creates a liability for the Alumni Association or the College or that the user has violated the policies set forth herein, the College reserves the right, in its sole discretion, to take actions against the user. The College reserves the right to expel a user and deny a user further access to the College of the Holy Cross Online Community if such user violates these policies or any applicable laws or regulations.

### **Procedures:**

The alumni online community is only accessible to Holy Cross alumni and can be found at <http://holycross.imodules.com>. In order to register for the community, an alumnus/a should contact the Alumni Office for his/her unique ID number. This number will be used once during the registration process to verify the user. Once an alumnus/a is registered, s/he will have full access to all of the community's features.

Questions regarding registration or use of the online community should be directed to the [Alumni Office](#).

### **Related Information:**

Title <a href="#">Alumni Office</a>
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Date of Last Review	Jul-21-2011