Acceptable Use Policy for Electronic and Technology Resources

Created: December 9, 2005
Effective: March 1, 2006
Updated: 
Pages: 5

I. Purpose

Wilkes University owns and operates a variety of electronic and technology resources which are provided for the use of Wilkes University students, faculty, staff, alumni, contractors, and guests in support of the mission of the university and are to be used for education, research, academic development, and public service only. All users are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as University disciplinary sanctions and/or legal sanctions under Federal, State, and local laws.

II. Applicability

This policy applies to all persons accessing Wilkes University’s electronic and technology resources, which include faculty, staff, students, alumni, emeritus, contractors, guests or any other user. All electronic and technology resources of the University are covered by this policy, including without limitation all networks, supported backbones and links, stand-alone computers, output devices, including printers, shared computers, and connecting resources of any kind, including any external networks.
III. **Policy**

**Agreement**
By using any of Wilkes University electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to comply with all applicable university policies, local, state, federal laws and regulations. Commercial uses such as a private business, non-profit activities, advertising, campaigning, and fundraising not related to the University or your position within the university are prohibited.

**Rights**
These electronic and technology resources are owned and operated by Wilkes University. The University reserves all rights, including termination of service without notice, to the electronic and technology resources which it owns and operates. These procedures shall not be construed as a waiver of any rights of Wilkes University, nor shall they conflict with applicable acts of law. Users have rights that may be protected by Federal, State, and local laws.

**Privileges**
Access and privileges on Wilkes University electronic and technology resources are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

Users may not, under any circumstances, transfer or confer these privileges or share their password with other individuals. The authorized user is responsible for the proper use of the system, including any password protection.

**Accounts**
An account assigned to an individual must not be used by others. The individual is responsible for the proper use of the account, including proper password protection.

**Confidentiality**
Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. Wilkes University reserves the right to access all information stored on Wilkes University computers. File owners will be notified of file access and/or maintenance, in advance, if such notice is practical. When performing maintenance, every effort is made to insure the privacy of a user's files. However, if policy violations are discovered, they will be reported immediately to the appropriate supervisor.
System Usage
Electronic communications facilities (such as email) are for university related activities. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.

System Performance
No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any university computer system.

Unauthorized Access
Loopholes in computer security systems or knowledge of a special password should not be used to damage computer system, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

Copyright
Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by the contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department. Additionally, the downloading of electronic information (e.g. text, music, video) that is copyright protected is prohibited without the permission of the holder of the copyright.

Violations
An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations among employees will be confidentially reported to the appropriate supervisors. Suspected violations among students will be reported to the Dean of Students.

Violations of these policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the university, and legal action. Violations of some of the above policies may constitute a criminal offense.

Additional Guidelines
System administrators may establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowable connect time and disk space, handling of
irretrievable mail, responsibility for account approval and other items related to administering the system.

Legal Mandate
The following is a statement regarding this system that is mandated, or may soon be mandated, by Federal and State law. In some cases, local policy is also promulgated. This policy and procedure shall not be construed as a waiver of any rights of Wilkes University.

The system administrators have the ability to read your electronic files. While reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail, this is no guarantee that your accounts or your electronic mail or files is private.

IV. Responsibilities

Users are responsible for maintaining the following:

a. An environment conducive to learning. A user who harasses, or makes defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Users agree that Wilkes University’s role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by Wilkes University.

Users agree not to represent themselves as someone else, or send messages that appear to originate from someone else (“spoofing”).

Users should assume that anything they access may be copyrighted. Absence of a © notice does not mean that the material is not copyrighted. This means that before a user downloads a document, an image, or any other media they should ask the author’s permission and should refrain from doing so until permission is granted.

Many of the Wilkes University computing systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that Wilkes University does not assume responsibility for the contents of any of these outside networks.

The user agrees to comply with the acceptable use guidelines for
whichever outside networks or services they may access through Wilkes University systems.

Further, the user agrees to follow proper etiquette on outside networks. Documents regarding etiquette are available through system administrators and through specific individual networks.

The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service). The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not Wilkes University, which is acting solely as the information carrier.

b. An environment free of illegal or malicious acts. The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any Wilkes University computer system shall be regarded as malicious, and may be treated as an illegal act.

c. A secure environment. Any user who finds a possible security lapse on any system is obliged to report it to the system administrators including Information Technology Services. The system must not be used until the system administrator has investigated the problem.

Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
Routing and Communication Process

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<tr>
<th>Committee</th>
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<tbody>
<tr>
<td>Information Technology Advisory Committee</td>
<td>12/2005</td>
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<td>President’s Cabinet</td>
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Communication of policy:

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<tr>
<th>Website</th>
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<tr>
<td>IT Website</td>
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<tr>
<td>Updated student technology guide</td>
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<tr>
<td>Faculty and staff technology guide</td>
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<td>Wilkes Today</td>
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