

University of Charleston Acceptable Use of Computing Technology

I. Purpose

The University values and promotes access to a wide range of computing resources. Campus information systems are designed to be as open as practical, and as such, the University insists on responsible use of these systems.

The use of computers, computer networks, and electronic information is essential for research, instruction, and administration within the academic community. Because the electronic environment is easily disrupted and electronic information is readily reproduced, respect for the rights and work of others is especially important.

This policy helps clarify acceptable and unacceptable uses of the University of Charleston's information systems, the rights and responsibilities of authorized users, and possible penalties for misuse. The University reserves the right to amend this policy at any time with or without notice.

II. Access to the Information Network

- A. Students, faculty, employees, and others authorized by the Director of University Computing will be provided an account on the University's information networks, UCNNet and Campus Cruiser. Account privileges may include, but are not limited to, access to campus email, secured network storage, networked applications, databases, and Web services.
- B. All permanent employees receive logins by their first day or within two working days of entry into the campus administrative system. Access will be revoked immediately upon termination or at the end of the last day of employment. The human resources office is responsible for entering new hires into the administrative system and for notifying University Computing of all separations.
- C. Students are granted access upon registration for at least one course. Access is disabled for students not registered after the start of a semester (as of *Freeze Day*). Students who do not register for two consecutive terms (not including summer sessions) will have their accounts deleted.

III. Privileges & Responsibilities of Users

The University information system is for the use of students, faculty, staff, and administration in the support of the academic programs and administrative functions of the University. Academic, curricular, and administrative uses will at all times take precedence over any personal or recreational use of computing resources. All users are responsible for seeing that the information system is used in an ethical, effective, efficient, and lawful manner. All equipment belonging to the University is to be treated with respect. Use of the University's computer systems is a privilege, not a right,

which may be revoked at any time for misuse.

IV. Privacy & Academic Freedom

In general, information stored on computers is considered confidential, whether protected by the computer system or not, unless the owner intentionally makes that information available to other groups or individuals. Users should be aware that data may, due to software/hardware failure or human error, become accessible to those who are not explicitly authorized to have access.

University Computing personnel have access to such data while performing routine maintenance or pursuing system problems. For example, systems administrators may need to examine content to locate and distinguish needed files when backing up or retrieving data. Computer personnel will not surreptitiously examine user data without explicit permission from the Director of University Computing (who will notify the Provost). However, no guarantee of complete privacy is made or implied by this policy.

V. Acceptable Use

All users shall use the University's information systems in a manner that respects the rights, privacy, and privileges of others, in addition to copyright laws, software license agreements, and any other applicable laws. The systems are designed and intended for legitimate educational, instructional, research, administrative, or other University-approved purposes. Users must protect their usernames and passwords, and they accept responsibility for all use of their accounts.

VI. Unacceptable Use

Put simply, any action or process that violates the letter or the spirit of this policy is an unacceptable use of the University's computing resources. Some specific examples are listed below.

- A. Users are not to employ University information systems for ancillary profit-making activities, partisan political events where prohibited by law, or other non-core purposes that could violate the 501(c)3 status of the University.
- B. It is inappropriate to obstruct the work of others through any action that consumes large amounts of system resources.
- C. Users shall not accept, use, retrieve, modify, copy, delete, discard, or view information other than their own without explicit authorization from the owner or the Director of University Computing.
- D. Users shall under no circumstances represent themselves as others for the purpose of circumventing established policies or security measures, or for any reason without explicit permission of the others. Sharing accounts and/or passwords is strongly discouraged.

- E. It is unacceptable to violate copyright and licensing agreements for any electronic resources, including software, games, music, videos, and academic works, or to facilitate others in such acts.
- F. Users are not by any means to infiltrate, or attempt to infiltrate, a computing system or network on the University campus or elsewhere.
- G. Computing personnel are responsible for the support of campus computer equipment. No users are to install any additional hardware or software without specific approval from University Computing. This includes games, screensavers, instant messenger clients, network switches, wireless access points, and printers.
- H. Users are not to participate in the proliferation of *spam* by forwarding or generating email chain letters and other such messages to large numbers of people.
- I. It is inappropriate for faculty, staff, and administration personnel to view, download, or distribute pornographic or other generally offensive materials, unless such actions are germane to University-related research or other job responsibilities. No such materials may be viewed or accessed by anyone in public areas.

VII. Enforcement and Adjudication

Violations of this policy should be reported promptly to the Director of University Computing. University Computing personnel may suspend service to users without notice when such is reasonably necessary to the operation or integrity of the systems.

The Director of University Computing will refer student issues to the judicial framework of Student Life. Faculty, staff, and administration violations will be addressed with the user's department head or division chair, or with the appropriate VP in more serious matters. Potential penalties include temporary or permanent revocation of computer privileges, suspension/dismissal from the University, and civil/criminal prosecution.

Inappropriate use of technology may also be a violation of the University's policy for Academic Integrity. A description of this policy, including penalties, can be found in the UC Catalog and the UC Student Handbook.