APPENDIX 10 – Acceptable Use of Computing Resources

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Clarks Summit University (CSU). It applies to all users of the University’s computing resources, including students, faculty, staff, alumni, and guests of the University. Computing resources include all computers, related equipment, software, data, and local area networks for which the University is responsible as well as networks throughout the world to which the University provides computer access.

The computing resources of CSU are intended to be used for its programs of instruction and research and to conduct the legitimate business of the University. All users must have proper authorization for the use of the University’s computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner.

- Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University’s computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.
- In addition to the policy contained herein, usage must be in accordance with applicable University Policies and applicable State and Federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Policy violations generally fall into five categories that involve the use of computing resources:

1. for purposes other than the University’s programs of instruction and research and the legitimate business of the University
2. to harass, threaten or otherwise cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post or install to University computers, or transport across University networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of University contracts, or otherwise damaging to the institution
5. to recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include:

- sending Email on matters not concerning the legitimate business of the University/College
- sending an individual or group repeated and unwanted (harassing) Email or using Email to threaten someone
- accessing, or attempting to access, another individual’s data or information without proper authorization (e.g. using another’s computing account and password to look at their personal information)
• propagating electronic chain mail, pyramid schemes, or sending forged or falsified Email
• obtaining, possessing, using, or attempting to use someone else’s password regardless of how the password was obtained
• copying a graphical image from a Website without permission
• posting a University site-licensed program to a public bulletin board
• using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
• releasing a virus, worm, or other program that damages or otherwise harms a system or network preventing others from accessing services
• attempting to tamper with or obstruct the operation of CSU’s computer systems or networks
• using or attempting to use CSU’s computer systems or networks as a means for the unauthorized access to computer systems or networks outside the University
• improper peer-to-peer file sharing
• viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material
• using University resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
• violating Federal copyright laws or the CSU copyright policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Dean of Students, the Vice President of Academics, or the Office of Human Resources) depending on the individual’s affiliation to the University. In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to any and all CSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.