



## **Policy on Responsible Use of Computing Facilities**

Use the University's computing facilities and information resources responsibly and appropriately. Examples of these facilities and resources include laboratories, hardware, software, networks, official University websites, and computer accounts and passwords.

Respect the rights of other computing users, and respect all contractual and license agreements.

Use only those computers, computer accounts, and other facilities and resources for which you have authorization.

The University's network and computer infrastructure is a finite resource. Use computer accounts for the University business purpose(s) for which they have been issued. Commercial use of the University's computing resources, not related to the administrative, academic, research, and scholarly pursuits is prohibited. Commercial use includes personal businesses or services for which you receive payment.

Report unauthorized or inappropriate use of University computing facilities and resources to your instructor, supervisor, system administrator, or other appropriate University authority.

Supervisors are responsible for ensuring proper use of University computing resources and ensuring that staff are using work time wisely. In no case should employees or students use University computing resources for illegal activity such as harassing others and accessing illegal information. Nor should these resources be used to promote the personal business of any individual.

### **Example of Violations**

Examples of prohibited actions (not a comprehensive list) that are subject to disciplinary action are:

Attacking the security of the systems or willfully failing to maintain the security of the systems;

Harassing, threatening or otherwise causing harm to individuals, e.g. sending an individual repeated and unwanted email or using email to threaten or stalk someone;

Tapping phone or network lines, e.g., running network sniffers, without authorization;

Knowingly releasing a virus, worm or other program that damages or harms a system or network;

Using electronic data without authorization;

Using the network or the internet in a manner that violates federal, state, or local laws;

Downloading or posting to university computers, or transporting across university networks, material that is illegal (such as child pornography), material that is in violation of copyright or other law or contract (music or movie sharing), or material that may cause damage to university property (such as viruses).

The legitimate use of a computer or a network does not extend to whatever an individual is capable of doing with it. Just because a person is able to circumvent restrictions and security does not mean that the person is allowed to do so.

Violations of computing policies will be dealt with in accordance with University procedures as described in documents such as the Student Handbook, the Honor Code, the Staff Handbook, and the Faculty Handbook.