UPPER IOWA UNIVERSITY

UNIVERSITY POLICY

INFORMATION TECHNOLOGY POLICIES

Number: 500
Subject: Acceptable Use of Technology Policy
Covered Individuals: All Stakeholders
Covered Campus Locations: All locations
Effective Date: 11/2009
Date of Latest Revision: May 20, 2020

PURPOSE

This policy is designed to establish the acceptable and appropriate use of all information technology resources that support the mission of Upper Iowa University (University or UIU). Use of such resources is contingent upon compliance with University policies and standards and all governing federal, state and local laws and regulations.

DEFINITIONS

University Technology – desktop and laptop computer hardware and software; core technology such as data networks, storage, servers, and communication infrastructure systems; University/department-wide software and cloud services; and any contractual technology services.

POLICY

Acceptable uses of technology resources

The purpose of UIU's information technology resources is to support education, research and communication. The following are acceptable uses of the University's information technology resources (environment):

1. Class assignments.
2. Academic research and investigation.
3. Computing for personal and professional advancement.
4. Administrative and instructional support.
5. Staff and faculty consulting (subject to provisions contained in relevant handbook and/or policy).
6. Personal use by permitted users that does not disrupt, interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or University policy.

Use of University computing facilities is restricted to current employees and students, to ensure compliance with acceptable use policies of the Internet and to maintain the security of administrative computing systems. System resources such as network servers, processor performance, and disk space are routinely monitored by Information Technology personnel to ensure system security and integrity. Anyone using shared computing facilities at the University implicitly consents to such monitoring by authorized personnel.

Unacceptable uses of technology resources

University users must not engage in unauthorized or inappropriate conduct when utilizing University technology resources.

Examples of such inappropriate activities include:

1. Using or sharing another person's log-in ID to access computing facilities at UIU or another Internet facility. This includes permitting others to use one's own log-in ID.
2. Using University facilities to crack or access systems, whether on campus or off, in an unauthorized or inappropriate manner.
3. Using University networking facilities to engage in illegal or criminal activities.
4. Using University networking facilities to threaten or harass another person.
5. Downloading or installing software on a University computer unless Information Technology specifically designates and authorizes it.
6. Attempting to read or access another person's email or other protected files.
7. Copying or distributing software that violates license agreements or copyright law, as stated in U.S. Copyright Law, in Title 17 of the U.S. Code, Section 117, including unauthorized peer-to-peer file sharing and illegal downloading of copyrighted material that includes but is not limited to music, video, software and eBooks.
8. Knowingly distributing or actively developing a computer virus, worm, or Trojan horse.
9. Repeated use of University networked facilities in a discourteous manner, including: using excessive amounts of system resources (e.g., CPU time, band width or disk space), thereby preventing access by other users; consuming excessive volumes of printing resources; sending unwelcome email messages and posting information to public folders that is inappropriate; disturbing others while using public-access computing labs; participation in chat groups that are not specifically required by the job; refusing to yield workstations in public labs to users doing work of higher priority.

Technology resources have been allocated for activities that support research, education, administrative processes, and other legitimate pursuits. All activities must be consistent with this purpose. Violations include, but are not limited to:

1. Emailing commercial activities that are not approved by University administration.
2. Creating, displaying, or transmitting threatening, racist, sexist, obscene, or harassing language and/or materials.
3. Violation of personal privacy.

4. Vandalism and mischief that incapacitates, compromises, or destroys University resources and/or violates federal and/or state laws.
5. Commercial advertising; displaying pornography or racist jokes.
6. Posting private personal information without permission such as grades, medical records, or any other information that is protected by public records law.
7. Providing information or instructions to compromise University security measures.

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

502 Email Use Policy
https://uiu.edu/wp-content/uploads/502-Email-Policy.pdf

505 Website Privacy Policy
https://uiu.edu/wp-content/uploads/505-Website-Privacy-Policy-6-Mar-2019-1.pdf

CONTACTS

Acting as the Policy Owner, the Executive Director of Information Technology Services (ED of ITS) is responsible for answering questions regarding the application of this policy.

SANCTIONS

Suspected violations of this policy are to be reported in writing to the ED of ITS. The ED, or designee, will be responsible for the investigation of the alleged violation. Based on the findings the ED, or designee, will have the right to temporarily suspend the computer privileges of the individuals involved in the violation until the completion of the University judicial process. As a part of the investigation it may become necessary for University authorities to examine electronic files, accounting information, printouts, backups, or any other materials on University equipment. For potential liability reasons, the University reserves the right to monitor all communications on the University's system.

The ED of ITS, or designee, will forward the findings of the investigation to the appropriate University official for further disciplinary action as follows:

- Student Non-Academic Violations – The process as outlined in the Student Handbook will be followed by the Student Conduct Board and the Assistant Vice President for Student Life.
- Student Academic Violations – The process as outlined in Policy 107 on Academic Misconduct will be followed by the Academic Misconduct Board as referred by the appropriate academic Dean.
- Faculty Violations – The process as outlined in the relevant Handbook will be followed by the appropriate academic Dean, academic administration, and, when appropriate, Human Resources.
- Staff Violations – The process as outlined in the relevant Handbook will be followed by the direct supervisor and Human Resources.

Sanctions for the violations of this policy may include but are not limited to loss of computer privileges, reprimand, suspension, or expulsion for students and discharge from employment to possible prosecution by state and federal authorities for employees.

Disclaimer
UIU does not warrant that the functions or services performed by or that the information or software contained on the University's technology resources will be kept confidential, meet the user's requirements or that resources will be uninterrupted or error-free or that defects will be corrected. The University does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any technological products or services or any information or software contained therein.

HISTORY

11/2009

May 11, 2020 – Revised policy considered by University Policy Committee (UPC); vote put on hold until additional changes are made.

May 14, 2020 – UPC electronic vote in favor of policy draft as amended; policy recommended to President's Council (PC).

May 20, 2020 – PC makes some edits, recommends approval to President Duffy, the President approves policy.