

Upper Iowa University

Policy on Acceptable Use of Technology

Rev. 09/2006

1.0 Purpose

It is the intent of Upper Iowa University to provide a quality technological environment for the University community in which certain standards are observed. Computers, computer systems and other electronic equipment are the property of UIU. Use of University technology resources is a privilege and not a right. Therefore, use of such resources is contingent upon compliance with University policies and standards and all governing federal, state and local laws and regulations. All Upper Iowa University faculty, staff, and guest users permitted to use Upper Iowa University computing facilities and services are responsible for reading, understanding and complying with this policy.

2.0 Upper Iowa University Acceptable Use Policy

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

- Class assignments
- Academic research and investigation
- Computing for personal and professional advancement
- Administrative and instructional support
- Staff and faculty consulting (subject to provisions contained in relevant personnel policy).
- 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 Upper Iowa 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. All users are required to obtain permission to access the University's administrative system through their own personal or laptop computer. All users who are given access must have an anti-virus and anti-spyware package installed with the current updates applied on the computer. Corporate users are required to provide a written statement to the University of how they implement antivirus packages, spyware packages and software firewalls on their computer equipment. On a case-by-case basis, the Director of Computer Services may grant access to individuals employed by non-profit agencies or to family members of Upper Iowa employees. System resources such as network servers, processor performance, and disk space are routinely monitored by Computer Services personnel to ensure system security and integrity. Anyone using shared

computing facilities at Upper Iowa University implicitly consents to such monitoring by authorized personnel.

The Upper Iowa University campus network includes campus-based computer systems, wide-area networks (WANs), local-area networks (LANs), telecommunications equipment, and the high-speed network linking the campus to the Iowa Communications Network and the worldwide Internet. Upper Iowa University computer users must not engage in unauthorized or inappropriate conduct on the Internet or Upper Iowa University WAN/LAN networks or facilities. Examples of such activities include:

- Using or sharing another person's log-in ID to access computing facilities at Upper Iowa University or another Internet facility. This includes permitting others to use your own log-in ID.
- Using Upper Iowa University facilities to crack or access systems, whether on campus or off, in an unauthorized or inappropriate manner.
- Using Upper Iowa University networking facilities to engage in illegal or criminal activities.
- Using Upper Iowa University networking facilities to threaten or harass another person.
- Prohibited from downloading or installing software on a University computer unless Computer Services specifically designates and authorizes them to do so.
- Attempting to read or access another person's electronic mail or other protected files.
- Copying or distributing software that violates copyright laws, license agreements, and intellectual property, as outlined in the Copyright Law of the United States of America, revised March 1, 1989, in Title 17 of the United States Code, Section 117.
- Knowingly distributing or actively developing a computer virus, worm, or Trojan horse.
- Repeated use of Upper Iowa University networked facilities in a discourteous manner, including: using excessive amounts of system resources (e.g., CPU time, bandwidth or disk space), thereby preventing access by other users; consuming excessive volumes of printing resources; sending unwelcome electronic mail messages and posting information to public folders that is inappropriate; disturbing others while using public-access computing laboratories; participation in chat groups that are not specifically required by job; refusing to yield workstations in public labs to users for activities of higher priority. Computer resources have been allocated for World Wide Web 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:
 - Commercial activities that are not posted through University channels

- Creating, displaying, or transmitting threatening, racist, sexist, obscene, or harassing language and/or materials
- Copyright and licensing violations
- Violation of personal privacy
- Vandalism and mischief that incapacitates, compromises, or destroys University resources and/or violates federal and/or state laws.

Examples of such violations include commercial advertising; displaying pornography or racist jokes; providing copies of software that is not in the public domain; posting private personal information without permission such as grades, medical records, or any other information that is protected by the Public Records Law; and providing information or instructions to compromise University security measures.

3.0 Email Policy

System administrators are expected to treat the contents of electronic files as private and confidential. Inspection of electronic files and electronic mail, and any action based upon such inspection, will be governed by all applicable federal and Iowa laws. The Upper Iowa University community is advised that all files stored on main systems, including electronic mail, are backed up regularly and may be subject to subpoena.

4.0 ICN Acceptable Use Policy

Upper Iowa uses the ICN as its Internet service provider, and as a condition of that use, all members of the Upper Iowa community must abide by the following rules when using the Internet:

- Prohibited Activities. The following activities are prohibited:
 - Users will not restrict or inhibit any other user from using or enjoying the Service and/or Internet in conformance with Iowa Code Chapter 8D, the Constitution of the State of Iowa and the Constitution of the United States;
 - Users will not post or transmit any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law;
 - Users will not post or transmit any information or software which contains a virus, worm, Trojan horses or other harmful components;
 - Users will not upload, post, publish, transmit, reproduce, distribute, or participate in the transfer or sale, or in any way exploit any information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or

- derivative works with respect thereto, without obtaining permission of the copyright holder.
- Users will not abuse or fraudulently use the Service in any way not specifically set forth above.
 - Should Upper Iowa discover that any of its authorized users or any other person who has access to its network, whether authorized or not, have committed any of the above, Upper Iowa will take reasonable steps to enforce the terms of our ICN Agreement. Failure to terminate any of the practices or activities outlined above may result in termination of our ICN service.
 - Access to the Service under this Agreement is intended for the use of Upper Iowa University as defined by Iowa Code Chapter 8D. Upper Iowa may not resell the Service to any unauthorized user, nor for any unauthorized use of the Service. This does not preclude cooperative arrangements between authorized users.

5.0 Use of Personal Web Pages

Personal Web pages are permitted for University faculty, staff and student organizations (student organizations must be in good standing with the University). Personal Web pages for individual students are permitted only when assigned as a class project.

Personal Web pages must adhere to all sections of this Acceptable Use of Technology policy. Authorization to post personal Web pages must be obtained through the Director of Web Services or the Director of Computer Services.

Because these pages are personal and not part of the University's official Web site, Web Services or the Computer Services Team will not provide any Web page creation or design services.

6.0 Enforcement Procedures

Suspected violations of the Computer Use Policy are to be reported in writing to the Director of Computer Services. The Director will be responsible for the investigation of the alleged violation. Based on the findings the Director 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 college authorities to examine electronic files, accounting information, printouts, tapes, or any other materials on

University equipment. For potential liability reasons, the University reserves the right to monitor all communications on the college system.

The Director of Computer Services will forward the findings of the investigation to the appropriate University official for further disciplinary action as follows: for student violations, the Dean of Student Services or the Center Coordinator, Program or Regional Director; for faculty violations, the Senior Vice President for the Residential University or the Dean of the Extended University; or for staff violations, the direct supervisor. The appropriate University official will follow the disciplinary hearing procedures as outlined in the Student Handbook.

Sanctions for the violations of the Computer Use 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.

7.0 Disclaimer

Upper Iowa University 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.