

Benedictine University Information Technology

ACCEPTABLE USE POLICY

Revised: July, 2009

ACCEPTABLE USE OF BENEDICTINE UNIVERSITY TECHNOLOGY RESOURCES

Benedictine University voluntarily provides information technology resources for students, faculty and staff. This document:

- Provides guidelines for responsible use of Benedictine University's technology resources by all users.
- Provides policies that Benedictine University uses in providing technology resources and network services to the University community.
- Explains enforcement procedures of these policies.
- Applies to all those using University computing equipment whether they are on or off campus. Computing equipment means all computers, software, wiring, network components and network services owned and/or provided by Benedictine University.

GUIDELINES FOR RESPONSIBLE USE OF UNIVERSITY TECHNOLOGY RESOURCES

Benedictine University recognizes that free expression of ideas is central to the academic environment. For this environment to flourish, all users must adhere to the guidelines within this document.

Benedictine University voluntarily provides computing equipment and services. The primary purposes of this computing equipment are the **academic, research, administrative and communications** needs of its students, faculty and staff. The use of computing equipment for other purposes is tolerated provided that it does not violate (a) any federal, state or local law; (b) the University mission or policies; and (c) any guideline in this document. Access to all Benedictine University owned and/or operated computing facilities is a **privilege and not a right**. Individuals who refuse to follow the Acceptable Use Policy (AUP) will not be granted user accounts. Violations of the AUP by individuals with accounts may result in penalties included but not limited to closure of all accounts and revocation of all computing privileges. Other penalties may be levied up to and including dismissal from the University or termination of employment.

USER RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Maintaining privacy and security by keeping all passwords confidential.
- Honoring all computing security procedures implemented by the University.
- Not wasting resources i.e., logging off when not using a PC, printing only needed number of pages, storing only files needed for future use.
- Deleting old and unused email and file(s) on a regular basis.
- Maintaining the accuracy of private mail groups by updating when members change.

UNIVERSITY NETWORK RESTRICTIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Users may not misuse, abuse or otherwise damage University computer equipment.
- No one may install or use any software or hardware designed to disrupt the security of any computing equipment, whether owned by the University or by others.
- No one other than Information Technology staff may download or install any software on any student-accessible university computer.
- No one may use University resources to support political or non-University related business interests.
- No one may sell or provide access to Benedictine University's computing resources to outside individuals, groups or businesses except (1) as authorized by the *Executive Vice President* and (2) for authorized University business relationships.

Benedictine University Information Technology

ACCEPTABLE USE POLICY

Revised: July, 2009

- Recreational uses – such as game playing or music or video file sharing – are tolerated as long as they are (a) legal, (b) do not interfere with the primary purposes of the system, and (c) do not interfere with the primary purpose of your position at Benedictine, as determined by the *Director of Information Technology* in consultation with other members of the university community.
- No one may engage in any activities designed to spy on network traffic or to access passwords, user IDs, files or programs of other users.
- No one may engage in software piracy or copyright infringement. Note that a single-copy software license is not a license to share software.
- No one may send, store, print or solicit receipt of email messages, files or programs that contain fraudulent, harassing, racist or obscene verbiage, visual or audio content. Exceptions may be made for legitimate academic research purposes.
- Note that any email message (other than official University business) sent to an individual after that individual has indicated in writing or via email that they no longer want to receive email from the sender constitutes harassment. Complaints are handled via the Enforcement Procedures section (see below).
- No one may use email to engage in “chain letter” or “spamming” [bulk “junk” email activity].
- No one may send, store, print or solicit receipt of email messages, files or programs that are offensive or in conflict with the Mission Statement of Benedictine University. or federal or state laws, as determined by the Administrative Council.
- No one may use University computing resources for illegal behavior or activities as defined by federal, state, and/or local laws.

UNIVERSITY TECHNOLOGY RESOURCES AND NETWORK SERVICE POLICIES

Disclaimer: The responsibility for the content of personal files, programs, web pages and email rests solely with the individual and not with the University. Benedictine University does not monitor the contents or embedded links of personal user accounts or personal web pages although it expressly reserves the right to do so.

To preserve the integrity and maintain efficient functioning of the University’s computing facilities, the University enforces the following policies:

- All email (read or unread) stored within any folder of Outlook may be deleted after 90 days.
- Backup service for individual email is not provided.
- Bulletin Board messages of events will be posted for 30 days and then removed.
- The creation of public mail groups is limited to University departments, committees and official student organizations.
- A block of home directory (network drive) space is provided for each registered student.
- Computing resources are provided for academic, research, administrative and communications uses.
- The University reserves the right to establish time limits on the use of public workstations as needed.
- Benedictine University realizes that the free expression of ideas is central to academia, but will not tolerate the display of pornographic, obscene, abusive, racist or other inappropriate material at any public workstation. The University reserves the right to judge the appropriateness of material displayed on public workstations.
- The Benedictine University computing facilities constitute a private system. As such, the information stored on the University equipment is the property of the University with the exceptions noted in the Creative Works sections of the Faculty Handbook (Section 2) and Employee Manual (Section 4.0.17).

Benedictine University Information Technology

ACCEPTABLE USE POLICY

Revised: July, 2009

The University respects the privacy of authorized users of its computing resources. Therefore, the University will not access the personal files or monitor the system usage of any authorized user without that individual's consent, with certain exceptions:

1. A subpoena.
2. A written request from the *Chief of the Benedictine University Police* to provide information as part of an ongoing investigation by the *Benedictine University Police*. The *Executive Vice President* must endorse such a request for non faculty employees/students, or the *Provost and Vice President for Academic Affairs* for faculty members.
3. A written request from a Systems Administrator, based on reasonable evidence that files or programs stored in an authorized user's directory are the source of interference with the efficient functioning of the University computing facilities. The *Director of Information Technology* must endorse such a request.
4. A written request from the *President* of the University.
5. A written request from University attorneys.

Information Technology will maintain records of all of these requests for access and will report the number of requests annually to the Information Technology Governance Committee.

- Under the Illinois Freedom of Information Act, electronic files are treated like paper files.
- Student user accounts are deleted after graduation or after one year of inactivity. Employee user accounts are disabled as soon as the *Office of Information Technology* is notified of termination of employment (faculty and staff).

ENFORCEMENT PROCEDURES

Benedictine retains unfettered discretion to monitor, authorize, control or stop the use of said technology at its sole discretion. Violations of the Acceptable Use Policy will be referred to the *Associate Vice President of Student Life* (students), the *Provost and Vice President for Academic Affairs* (faculty) or the *Executive Vice President* (non-faculty employees) for action through the established disciplinary processes of the University. The result could be these or other disciplinary actions:

- Files and/or programs may be deleted.
- User access privileges may be inactivated.
- User account may be removed.
- User may be suspended, expelled or terminated from University employment.

If a user believes that his or her rights have been violated by another user of the University computing facilities, he/she should report the incident to the *Associate Vice President of Student Life* (students), or his/her supervisor (faculty and staff) for appropriate action.