

Northwest Christian University Policy on Acceptable Use of University Computing, Data, and Voice Facilities

Adopted September 21, 1999; Revised June 2008

The university encourages sharing of information, comprehensive access to local and national facilities to create and disseminate information, and free expression of ideas. General access to facilities and infrastructure are provided to further these purposes. All of this is done within the context of the mission and educational goals of the university.

This policy applies to all faculty, staff, and students at the university. There is an obligation on the part of those using these facilities and services to respect the intellectual and access rights of others.

Computing resources, facilities, and files of Northwest Christian University are the property of the university and shall be used for legitimate university instructional, research, administrative, public service, or other approved purposes. Supervisors may, in their discretion, allow personal use by the employee of those resources which does not interfere with the institution's or employee's ability to carry out institution business. Use of university computing facilities for personal or commercial monetary gain is prohibited.

The actions of all users must be consistent with the appropriate document governing behavior, whether that is the *Student Handbook*, the *Staff/Faculty Personnel Manual*, or the *Faculty Handbook*. Individuals who disregard this policy will be subject to appropriate disciplinary and/or legal action by the university.

It is prohibited, without proper and valid authorization, in writing, to: (1) obtain access to services and data that do not belong to you; (2) consume or utilize services that do not belong to you; or (3) alter or destroy data that does not belong to you.

All users are entitled to a user ID for logging onto the campus network, an E-mail account, and Internet access. Individuals are responsible for maintaining the security of their passwords as well as for any use under their user account. Users will not give their passwords to any other person.

It is prohibited to use Northwest Christian University's electronic mail, in any manner, to create, forward or spread chain letters and to send mail from the university's servers for a commercial purpose (advertising/selling products for profit or personal financial gain). When information needs to reach a large group of users, for example the whole university community, all students, all faculty, etc., please forward the message to the appropriate cabinet member for approval. When approved, it will be e-mailed to the appropriate groups. Faculty, staff and students are allowed to maintain private mailing lists but they must respect the wishes of the recipient to be removed from the list if it does not apply to university administrative or academic use. Though many faculty, staff and students have other e-mail addresses in addition to their assigned Northwest Christian University address, it is important to check your Northwest Christian University e-mail, as it is used for official university communications.

The communication system shall not be used for the sending of material that reasonably would be considered obscene, offensive, or threatening by the recipient or another viewer of the material. Individuals using university facilities to gain access to non-university facilities via the Internet must be aware of and observe the acceptable use policies of these non-university organizations.

Unauthorized viewing or use of another person's computer files, programs, or data is prohibited. All users should also be aware that state law may require disclosure of individual computer files which are deemed public records under the state public records statute and that state and federal law may prohibit the disclosure of certain records as well.

Entry into a system, including the network system, by individuals not specifically authorized (by group or personally) or attempts to circumvent the protective mechanisms of any university system are prohibited. Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others are prohibited.

The phone and voice systems are provided by the university for legitimate university use. Faculty and staff making long-distance calls for personal use is not acceptable unless prior approval is obtained. The university does not provide students with long-distance service.

It is the policy of the university to monitor individual usage of any computing equipment, including e-mail, Internet, or personal files. The university reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation, as necessary to evaluate and maintain system efficiency and security, or at the request of the user. The university has the right to use information gained in this way in disciplinary or criminal proceedings. When faculty or staff are involved, the Academic Dean will be consulted regarding what actions to take. When students are involved, the Dean of Student Development will be consulted regarding what actions to take.

The Information Systems (IS) Department is the appropriate campus agency for the negotiation of contracts and licenses for voice and data facilities used on a campus-wide basis. The Chief Financial Officer approves and signs all contracts with external organizations and is the appropriate repository for those relative contracts and licenses.

Virtually all commercial software is protected by the Federal Copyright Act. Use of university facilities for the use of or the copying of computer software that does not contain specific permission to copy (some licenses do allow the making of one copy for backup) is prohibited. The unauthorized publishing of copyrighted material on a university server is prohibited and users are responsible for the consequences of such unauthorized use. All users are prohibited from loading any software of any kind, including games and chat software, on university computing equipment without proper authorization. Downloading any copyrighted materials or files, such as music, pictures, clipart, or documents, is prohibited.

An individual's access to computer, data, or voice resources may be suspended immediately upon the discovery of a violation of this policy.

NOT FOR SUBMISSION