Information Technology Services Department

FISK UNIVERSITY

POLICY: NETWORK AND COMPUTER SYSTEMS USAGE POLICY

Purpose:

The purpose of this policy is to establish parameters for the use and operation of Fisk University's (sometimes referred to as "Fisk" or the "University") computing systems, telecommunications facilities and network resources.

The University is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making the technology accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not following them.

Fisk's Information Technology Services Department ("ITS") has developed the following policy covering the use of its network and computer systems. This policy covers any person using the University's network and computer systems while on the University's campus or when contacting its network and computer systems from a computer outside the physical boundaries of the institution, whether faculty, administration, staff, student, volunteer, or a visitor.

A. Education

Fisk University's network and computer systems have been established solely for educational and administrative purposes.

Use of the University's network and computer systems is a privilege, not a right, and misuse of its network and computer systems will result in temporary or permanent revocation of this privilege, at the University's discretion.

Fisk's network and computer systems shall be used for the pursuit of intellectual activities, to seek educational resources, career development and other educational purposes. Fisk University's network and computer systems may not be utilized for unauthorized educational purposes.

Fisk University's network and computer systems may not be used for personal business ventures. This means users may not offer, provide or purchase personal products or services for commercial purposes through Fisk University's network and computer systems. Commercial or personal advertisements are strictly prohibited on Fisk's network.

Users may not use Fisk University's network and computer systems for political lobbying. However, users may use the University's network and computer systems to communicate with elected officials and may express to them their opinion on political issues, provided, however, in such instances, users expressly state that their opinions are personal, and do not represent the opinions of Fisk. This provision does not apply to administrators acting pursuant to authorization of the University's President.

B. Internet Access

All students will have access to the Internet and World Wide Web information resources.

Users will not be allowed to post Web pages on the University's network and computer systems, except with authorization from ITS and/or Fisk University. However, users may contribute to a University web page when asked to do so by a University faculty member or administrator. Nothing will be placed on a University web page without the permission and approval of ITS.

C. Proper Online Behavior

Users will protect their personal safety while using the Internet; and Fisk assumes no responsibility for users' failure to do so.

Users will not post personal contact information about themselves or other people. Personal contact information includes name, school address, work address, home address, social security number, telephone number, credit card numbers, pictures, etc. This includes social networking sites and chat rooms

D. Unacceptable Uses

The following uses of Fisk University's network and computer systems are unacceptable in addition to those cited above:

> Users may not use Fisk University's network and computer systems for any unlawful activity.
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> Plagiarism of other's work is unacceptable and those who use the expressions of others as their own will be subject to disciplinary action. Respect for intellectual labor and creativity is vital.

Because electronic information is easily reproduced, respect for the work and personal expression of others is critical. Violations including copying and using the work of another person as a user's own are prohibited. If a user is unsure whether or not he or she can use a work, the user should request permission from the copyright owner or contact ITS.

Users will not reproduce or allow others to reproduce copyrighted material in any form without proper authorization, or not in keeping with the University's copyright regulations or federal and state laws.

Users will not use software that allows for the direct sharing of music, movies, games, and software over the Internet when such peer-to-peer file sharing contains copyrighted works without the permission of the copyright holder.

Users will not attempt to gain unauthorized access to the system or to any other computer system through this network. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of browsing.

Any unauthorized, deliberate action that damages or disrupts a computer, a network (or related hardware, software, and data), alters the normal performance of said equipment, or causes it to malfunction is a violation of policy regardless of system location or time duration. User will be financially responsible for such damage. This includes, but is not limited to the spread of computer viruses and worms. These actions are illegal. This also includes the unintentional spread of a virus when doing other activities which are prohibited in this policy.

ITS may regulate which social networking sites may be accessed on the Fisk network in its sole discretion.

Users may not send spam or create or retransmit chains in e-mail messages.

Users may not send e-mail from another user's account.

Users may not alter the header of an e-mail message to prevent the recipient from determining the actual sender of the e-mail.

Users may not log into or use any computer account or access, modify or create any files without the account owner's permission.

Users may not introduce new services or resources (e.g., personal web server) or alter existing services or resources (e.g., registering personal domain name) on the University's network and computer systems.

Users may not transmit, without authorization, information proprietary to Fisk or information that could be construed as a statement of official Fisk policy, position, or attitude.

Users may not intercept network traffic without authorization.

Any attempts to violate the security of the University's network and computer systems are prohibited. Any user identified by ITS as a security risk or as having a history of problems with Fisk University's network and computer systems may be denied user privileges.

The copying of system files is prohibited. The copying of copyrighted materials, such as third party software, without the express written permission of the owner or without the proper license, is prohibited.

Decoding or attempting to decode system or user passwords is prohibited. Users are also prohibited from sharing their password with other people or allowing anyone to use a computer logged in under their login; doing so will result in the loss of network privileges.

Intentional attempts to "crash" network systems or programs are prohibited.

Attempts to secure a higher level of privilege on the University's network and computer systems are prohibited. Users are prohibited from using any type of "hacker" tools to try to break into the system, either on campus or from a remote site. Any attempt to circumvent firewall filtering is prohibited.

Users of Fisk's network and computer systems will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise objectionable language.

Users may not visit nor download materials from any site that contains offensive, obscene or immoral pictures (i.e., pornography and nude photos), profane language, or any other material inappropriate for an educational setting. Neither shall users access

material that advocates illegal acts, violence or discrimination towards other people (i.e., hate literature).

Users will not use any method to bypass the University's selected filtering process.

All inappropriate sites may not be blocked by the filter; it is the user's responsibility to determine whether a site is educationally appropriate.

Fisk's network and computer systems will not be used in any immoral or unethical manner.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Harassment is not permitted. Harassment is defined as persistently acting in a manner that causes distress or annoys another person.

Users will not knowingly or recklessly post false or defamatory information about a person or group.

Users will not re-post material that was sent to him or her privately without permission of the person who sent the material.

Users will not post private information or details about another person.

Deletion, examination, copying or modification of files and/or data belonging to others is prohibited.

Disk space usage is controlled on the network. User storage is limited. Users should not use their assigned space for long-term storage of information or programs. Files that are not a part of the operating system or utility software may be routinely removed from the drive without warning. Student files may be deleted at the end of each academic year. Email mailboxes that are above the University's storage limit may be permanently deleted at any time during the semester.

Fisk University ITS can and will delete any files that appear suspicious or inappropriate such as questionable pictures, cartoons or movie clips.

E. User Rights

Users' right to free speech applies to their communications on the Internet. However, Fisk's network and computer systems are considered a limited forum, and, therefore, ITS may restrict a user's speech for valid educational reasons.

Users should expect only limited privacy in the contents of their personal files on Fisk's network and computer systems.

Routine maintenance and monitoring of the University's network and computer systems may lead to discovery that a user has violated this Policy or the law.

An individual search will be conducted if there is reasonable suspicion that a user has violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.

Fisk University will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through this system.

F. Complaints

In the event an individual has reason to believe of the existence of a violation of this policy, or has a grievance with respect to their use of the Fisk University network on the basis of this policy, he or she should submit a written complaint detailing the grievance to the Director of ITS who will investigate the claim. If the claim involves another user, the Director of ITS will provide any user against whom a complaint has been made (including any user who the Director of ITS suspects has violated this policy) with written notice of the alleged violation and an opportunity to present an explanation to ITS. The Director of ITS will provide the complainant with a written decision on the complaint within thirty (30) days of completing the investigation. Findings that a user has violated the terms of this policy will be forwarded to the appropriate Office (i.e., Office of Student Life, Office of Human Resources, or the user's supervisor) and, in addition to the removal of any user's computer privileges, additional discipline may be imposed for violation of the Student Handbook, the Faculty Handbook or Employee Handbook.

G. Limitation of Liability

Fisk makes no guarantee that the functions or the services provided by or through the University's network and computer systems will be error-free or without defect. Fisk will not be responsible for any damage a user may suffer, including but not limited to, loss or data or interruptions of service. The University is not responsible for the accuracy or quality of the information obtained through or stored on the University's network and computer systems. Fisk will not be responsible for financial obligations a user may incur which

arise through the unauthorized use of the University's network and computer systems. Due to the open nature of the Internet, no liability will be assumed by Fisk for the use or misuse of this system. It is the responsibility of each user to make good decisions about what information is retrieved and what is done with that information.

H. Personal Responsibility

Improper use of Fisk's network and computer systems or the Internet will not be tolerated. Noncompliance with this policy may result in immediate removal of user's computer privileges. Remember, users are accessing and utilizing a network and may be leaving electronic footprints that can be traced back to their activity. Be a responsible computer user and use common sense. You will know what is right and what is wrong. If you will do what you know is right, you will not have a problem.

This policy will be periodically reviewed/revised as deemed necessary by ITS.