

# Acceptable and Ethical Use of University Information Technology

## Standards of Conduct – Expectations

### CWU Policy 701-07

**Effective:** June 1, 2005

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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- (1) All university faculty, administrators, staff, and students, by virtue of their use of Central Washington University information technology resources, accept the responsibility of using these resources only for appropriate university activities. Library public computers are primarily intended for research.
- (2) This policy covers all information technology resources that provide the Central Washington University community with computing, networking, telephony, and television/video resources.
  - A. Information technology resources provide the Central Washington University community with access to local, national, and international information as well as the ability to communicate with other users worldwide. Information technology resources should be used in an acceptable and ethical manner. For the benefit of the community, users must assume responsibility in the use of information technology resources. Use of information technology resources is governed by the United States Code, the laws of the state of Washington and Central Washington University policies. Some appropriate laws are listed at the end of this policy.
- (3) **Authorized Access**
  - A. Members of the Central Washington University community are authorized to use information technology resources provided by Central Washington University. The Central Washington University Library provides public computers with access to the internet.

#### **(4) Acceptable Uses**

- A. Information technology resources can be used for activities that support the mission of the university: learning, teaching, research, and university business.

#### **(5) CWU Data Network Connection Policy**

- A. Devices which extend the network such as but not limited to hubs, switches, bridges, routers and access points or computers functioning as such may not be connected to the CWU data network. Such devices are connected by the Networks and Operations department within Information Technology Services only. Users (students, faculty, and staff) may connect computers and printers to the CWU network.

#### **(6) Legal Use Guidelines**

- A. Information technology resources may not be used for any illegal or criminal purposes.
- B. Software, images, music or other intellectual property may only be used in compliance with the Copyright Act of 1976, amended 1994 and CWU Copyrights and Royalties Policy.
- C. Transmitting images, sounds, or messages to others which might reasonably to be considered harassing and/or malicious is not permissible.
- D. Using Central Washington University information technology resources to attempt to break into, gain root access, probe, disrupt, or obstruct any system is not permissible. Installation of invasive software or testing security flaws without authorization on any system is not permissible.
- E. Information technology resource use is subject to Use of State Resources WAC 292-110-010.

#### **(7) Responsible and Ethical Use Guidelines**

- A. Respect the intended use of all information technology resources for learning, teaching research, and university business purposes.
- B. Respect other users by not sending unwanted e-mail messages, maligning address information, flooding the system, sending frivolous messages, forging subscriptions, or tampering with accounts, files, or data that are not owned by your account.
- C. Use only the user identification assigned to you, use it for the purposes for which it was intended, and do not share it with others.
- D. Be sensitive to the public nature of shared resources, i.e. labs, modem pool, and disk space.
- E. Occasional unsolicited receipt of e-mail should be deleted. Report repeated unsolicited receipt of e-mail as directed under Misuse of Information Technology Resources.
- F. Student use of e-mail services is regulated by the Statement of Agreement between Central Washington University and the ASCWU Board of Directors which states, "The Associated Students of Central Washington University recognize all use of e-mail and internet services that is legal, adheres to University policy, and meets contractual obligations, as educational in nature."

## **(8) Reporting Misuse of Information Technology Resources**

- A. Complaints regarding misuse of information technology resources should be reported as indicated below.
- B. Misuse of computing, networks, and telephony resources should be reported to Computing and Telecommunication Services.
- C. Misuse of television/video resources should be reported to Media Circulation.

## **(9) Computing and Telecommunication Services Responsibilities**

- A. Computing and Telecommunication Services is responsible for insuring that the university's computing, networking, and telephony resources are properly used and protected by maintaining the integrity, security, and privacy of the resources and of users' electronic files, mail, records, and activities.

## **(10) Media Circulation Responsibilities**

- A. Media Circulation is responsible for ensuring that the university's video collection is properly used and protected.

## **(11) Investigations**

- A. Security measures are in place to assist with investigations of illegal and criminal activities or policy violations. Investigations performed by Computing and Telecommunication Services and Instructional Media Center are performed as appropriate and necessary.
- B. If suspicion of misuse of information technology resources is found, the following steps will be taken to protect information technology resources and the user community:
  - 1. Computing, networking, and telephony accounts will be immediately suspended pending the outcome of any investigation.
  - 2. Files, data, usage logs, etc., will be inspected for evidence.
  - 3. The violation will be reported to the appropriate authorities:
    - a. University policy violation to Student Affairs, the appropriate instructors, department chair, direct supervisor, vice presidents, or Auditing and Control.
    - b. Legal violations to the Campus Police, the FBI, the Secret Service, Human Rights, Auditing and Control, or the Attorney General's Office.
- C. Violations of this policy will result in revocation of access to information technology resources as well as university disciplinary and/or legal action.
- D. Violators are subject to any and all of the following:

1. Loss of information technology resources access.
2. University disciplinary actions (as prescribed in the Student Judicial Code, Faculty Code, WAC 357-40 for Civil Service, or Exempt Employees' Code).
3. Civil proceedings
4. Criminal prosecution

**(12) United States Code**

- A. Copyright Act of 1976, amended 1994 (Cornell Legal Information Institute)
- B. Computer Fraud and Abuse Act of 1986 - 18 USC 1030 (Cornell Legal Information Institute)
- C. Electronic Communications Privacy Act (Cornell Legal Information Institute)
- D. Privacy - Electronic Communications Privacy Act - 18 USC 2701 (Cornell Legal Information Institute)
- E. Unlawful access to stored communications - 18 USC Sec. 2701 (Cornell Legal Information Institute)
- F. The Privacy Protection Act of 1980 - 42 USC Sec. 2000 aa (Cornell Legal Information Institute)
- G. Public Telecommunications Act of 1992 - Telegraphs, Telephones, and radiotelegraphs 47 USC Sec. 605 (Cornell Legal Information Institute)
- H. Interstate Transportation of Stolen Property Act

**(13) Revised Code of Washington (RCW)**

- A. Computer Trespass - RCW 9A.52.110
- B. Malicious mischief - RCW 9A.48.100
- C. Use of state property - RCW 42.52.160
- D. Theft of Telecommunication services - RCW 9A.56.262

**(14) Washington Administrative Code (WAC)**

- A. Use of state resources - WAC 292-110-010
- B. Student Conduct Code – WAC 105-125

**(15) University Policies**

- A. Copyrights and Royalties Policy

- B. Copyright for Computer Programs
- C. Faculty Code of Personnel Policy and Procedure

**(16) Other**

- A. Licenses for Computer Software

**History:**

*UCC: 5/16/97; Pres Cab: 9/8/97; Responsibility: Operations; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/01/2005; Approved by: James L. Gaudino, President  
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