

I. PURPOSE:

- A. This policy is required to ensure the existence of a productive and secure computing environment.

II. IMPACT:

- A. Participants (scope): All end users of the Waynesburg University community
- B. Implementation: Executive Director of IT is responsible for implementation and interpretation
- C. Other Affected Parties: All participants noted above
- D. Potential Impact: There is a substantial budgetary and legal impact required to ensure this policy is enforced.

III. COMPLIANCE:

- A. Strategic Plan (if applicable): IT Strategic Plan and WU Strategic Plan
- B. Applicable Laws (if applicable): Policy makes best effort to support compliance of GLBA Safeguards Rule, DMCA, CALEA, HIPAA, CAN-SPAM Act, Fair Credit Reporting Act, USA PATRIOT Act, FTC Red Flags Rule, Fair and Accurate Credit Transactions Act and dozens of other privacy/security-related laws and regulations
- C. Authorization: Executive Director of IT and all other members of Senior Staff have authority for approving this policy
- D. Exceptions: Executive Director of IT and all other members of Senior Staff can grant day-to-day policy exceptions, but notice should be provided accordingly as granted

IV. POLICY ELEMENTS: Provide the following policy elements if appropriate

- A. Index: N/A
- B. Definitions: N/A
- C. Statement of Need, History: The University continues to change, grow and embrace an increased use of technology to support it's institutional goals and mission
- D. Body of policy: As follows:

RESPONSIBLE USE OF TECHNOLOGY

Before using any of the computer resources at Waynesburg University, **this document should be read in its entirety by all Faculty, Staff, and Students** to ensure you are informed about responsible use of technology at Waynesburg University and aware of the network policies and procedures. As a user of the University's information technology, you share the responsibility with others within the community for the maintenance of a productive and secure computing environment.

As a community of people committed to the values and perspectives of the Christian tradition, we recognize the potential benefit, as well as danger, in the use of technology. Consequently, we make careful use of the products of science and technology in order that we might responsibly fulfill our callings as students, faculty and staff. We are stewards of technology and therefore, acknowledge our accountability to one another, to the mission of the institution and to God. To clarify what is meant by responsible use, we affirm the following guidelines:

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- ✓ **Respect for equitable access to resources.** Students, faculty and staff engaged in educational and research activities should be afforded priority in the use of limited available resources. Members of the community may request of one another that users engaged in lower priority activities temporarily relinquish use of resources for the benefit of others. Community members are expected to act in one another's interests.
- ✓ **Respect for another's opinions, values and feelings.** With new technologies, abilities to communicate across a broad spectrum are often increased. This presents the opportunity both for effective communication and potential abuse. All communication should illustrate a sense of personal integrity and respect for others. Communication should be undertaken within a presumed environment of civility.
- ✓ **Respect for property.** Unauthorized use of another person's property, tangible or intellectual, represents a violation of community standards and responsible use. This includes unauthorized copying of copyrighted software. It also prohibits installing software NOT licensed to Waynesburg University including Freeware. Individual accounts are assigned for the exclusive use of those people.
- ✓ **Respect of one another's privacy.** Along with respect for the other person, there is an assumption of respect for their individual privacy. Unauthorized access to another person's files, electronic mail or other communication violates their integrity. When operating within the intended purposes, users should be permitted the freedom to assume that their accounts and work remain private.

All computing resources and facilities at Waynesburg University are provided as a privilege to Waynesburg University students, faculty and staff. All users of these resources are responsible for exercising this privilege in an effective, efficient, ethical, and legal manner. The policies and procedures assume a commitment to support ethical behavior in every aspect of the academic community within the University. **These policies and procedures are NOT exhaustive, but rather provide the essential framework for acceptable use of the computer and communication resources of Waynesburg University.** Inevitably, the responsibility for utilizing common sense and upholding common standards of decency and fairness must be employed by the users for the benefit of others within the University community.

Accessing the Waynesburg University Network at ANY security level constitutes an agreement by the user to abide by ALL Rules & Policies as well as updated rules, policies, and responsibilities that may come into effect in the future. The user waives all claims against Waynesburg University, legal or otherwise, which may be incurred through the use and/or registration for use of the Network.

Violations of the policies and procedures for the Waynesburg University Network may result in the loss of computer use privileges and disciplinary review. Violations of some of the listed policies may be illegal and may be subject to prosecution by state and federal authorities. Any violations of policies or procedures will be referred to a supervisory Vice President or Provost.

Network Acceptable Use Policies and Procedures

1. Computer facilities (equipment, data files, applications, e-mail, and Internet access) and all accounts are owned by the University and are to be used for activities consistent with the

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goals and objectives of the institution. Computer equipment and accounts are to be used for the purposes of instruction, research, and administration. Computer and communication resources are NOT to be used for personal profit, commercial development, political endeavors, individual vocational searches, or other activities deemed frivolous by senior management.

2. All access to the computer resources available on the Waynesburg University Network must be approved through the Information Technology (IT) Department. This includes the assignment of individual accounts. An individual account may NOT be used by anyone other than the assigned individual. Users will NOT attempt to mislead or defraud Waynesburg University by using aliases or providing misleading information (phone number, address, etc.) to gain access or other privileges.
3. The authorized user is responsible for the proper use of the account including password maintenance and file protection measures. **For applications that do NOT force password changes, authorized users are expected to change their passwords frequently to help prevent unauthorized access and misuse.** Any attempt to gain unauthorized access to the accounts or files of other users will result in immediate suspension of the computer resource privileges and potential disciplinary action upon further review.
4. The network accounts of former employees of the University will be closed immediately upon the separation of the employee from the University. Upon request, the former employee's supervisor or senior management can request to have the account remain available for their review while a transition period occurs within the department.
5. The login accounts of students who drop out or transfer will be deleted immediately upon separation from the University, unless permission is granted through the IT Department for an extension. Students who graduate will have their login accounts remain active after graduation for access to University applications that benefit Alumni. If the students have any individual files stored on the network, they will be purged six weeks after graduation. Email accounts will be kept active after graduation within the Microsoft Live application.
6. Waynesburg University computing facilities, including the entire campus network and access to the Internet, are designed to be used by the faculty, staff, and current students of the University. Under normal circumstances, spouses and children of faculty, staff, and students will NOT be given network accounts. VP level approval must be obtained for exception to this rule. Before such accounts are issued, the individual requesting the account and the sponsor (a faculty member, staff member or administrator) must sign the Network Account Request Form (obtained from the H.R. Department) acknowledging that they have read the policies and agree to abide by those policies.
7. Computing and Information Systems resources are community resources. Theft, damage, manipulation, abuse and negligence of these resources violate the nature and the spirit of the academic community and environment. This includes all Office, Classroom, and Lab computing equipment, associated peripherals, and the environments in which they reside.

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Users should be courteous and respectful of those in the surrounding environment and act in a professional, mature manner. **Users are responsible to secure their office environment and any University owned mobile devices they are in possession of to ensure the hardware, software and information contained within are protected.**

8. Users are NOT permitted to upload or copy any files/programs that are designed to hinder, damage, or disrupt any of the University's computer resources. This includes VIRUS, TROJAN, WORM or other malicious software. Intentional attempts to upload or copy such a file/program to the Network (even if no damage has resulted) will result in immediate suspension of computer resource privileges and disciplinary review.
9. Users are responsible for awareness and adherence to federal copyright laws. In addition, most of the software available in the University facilities is protected by legal licensing agreements. Under no circumstances should copyrighted software be copied or distributed to unlicensed users. In addition, **any unauthorized copies of software may NOT be used on computers owned by the University.** When a device is being serviced (replaced or fixed) by the Help Desk, any non-University software (non-standard image issued software) will be removed from the device unless specific to the needs of the department for business or education purposes. Favorites, AIM, Web software, Music, Videos, etc may fall into this category, cause a waste of human resource time to restore, and pose potential licensing and copyright violations. **Requests for the duplication or installation of software should go through the IT Department and will NOT be honored without proof of license or proof of purchase.**
10. All Internet use should be for business or education reasons, except for occasional non-business use. The Internet should NOT be used for personal gain or advancement of individual views. Personal use of the Internet must NOT disrupt the operation of the University network and cannot interfere with productivity. The use of the Internet and any of its capabilities (e-mail, FTP, Telnet, WWW, etc.) for criminal purposes is illegal and may be subject to prosecution by state and federal authorities. Access to obscene or offensive sites, adult chat rooms, etc. is strictly prohibited. **The University reserves the right to access, disclose, and monitor Internet use at any time without further notice. Users do NOT have a personal privacy right in their Internet use through access provided by the University.**
11. E-mail is a valuable resource for communication within the educational community. All such communication should be for appropriate educational and administrative purposes consistent with the mission and goals of Waynesburg University. **All messages and attachments created, sent or retrieved over the Internet are the property of the University, and should be considered public information.** Incidental and occasional personal use of e-mail is permitted, but such communication will be treated no differently from other communications. Users should NOT have an expectation of privacy and expressly waive any right of privacy in anything they create, store, send, or receive on the University's computer system. **Waynesburg University reserves the right to monitor,**

access, read, and delete any electronic communication that is created, stored, sent, or received over its computer system.

12. Fraudulent, harassing, threatening, offensive or obscene messages or files are NOT to be sent to other users. Users who receive or become aware of material that they consider obscene, personally offensive, hostile, or threatening, should bring the incident to the attention of the appropriate disciplinary officer (a VP or Director of Human Resources). It is a violation of these rules and procedures to start or forward chain letters. Tampering with electronic mail and the interfering, or intercepting the delivery, of electronic mail or files is unacceptable.
13. Users will be held responsible for the postings they make (electronic or otherwise), both on and off campus. All postings made to news groups, weblogs (blogs), etc, either on or off campus, must include identification information about the individual who made the posting. Anonymous posting or postings using a pseudonym are NOT permitted. Postings that are made in the name of another individual other than the author are considered forgeries and are against University policy.
14. Care should be taken when posting information on the Internet and especially in Social Directories, such as **Facebook**, **MySpace**, etc. In these situations, identification information should be kept to a minimum and users should be very careful about the type of personal information that is being displayed and shared with others. Make sure the image you project on-line is one that accurately represents you and that you protect yourself by taking advantage of the privacy settings, which help control who can access your information. Any statements or images that can be deemed offensive or reflect upon the University in a negative manner could bring about potential disciplinary action.
15. Users are responsible for following established guidelines for any networks or systems used outside of Waynesburg University. Any work on networks outside Waynesburg University, through the Internet, should use those facilities according to that network's user guidelines. Also, users should follow instructions established for the content of messages posted to bulletin boards, news conferences, and mailing lists. All users are responsible for reporting to the IT Department any violation of these guidelines by another individual. Users are also encouraged to report any information relating to a flaw in, or bypass of, computer facilities security.
16. Requests for service, training, reporting problems, etc. should be handled by filling out an electronic IT Request Form or by calling the IT Help Desk at (724) 852-3413 or by stopping by the IT Help Desk in Stewart Hall room 401. If necessary, you can also contact one of the IT Staff, but most common issues should be first addressed through the use of the IT Request Form or by calling the Help Desk. The IT Request Form can be found via a link on the University's Portal. It is very important that each request get logged through the IT Request database in order to make sure that all service is dealt with in a fair and efficient manner.
17. Network service may be intentionally interrupted from time to time for maintenance purposes. Every effort will be made to have all planned interruptions occur during non-peak

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hours, with sufficient notice provided to all users affected by outage. However, service may have to be interrupted during peak hours if warranted, and IT will make every effort to give adequate notification if at all possible. Be aware that unintentional interruptions could occur at any time and the IT Staff will work to restore service as quickly as possible.

18. Because of a limited amount of disk space available on the network, from time to time restrictions may be placed on how much material individuals may store on the system. These limits, which may be adjusted to fit specific circumstances, will be monitored by the IT Staff. Requests for additional disk space can be made by submitting an IT Request Form or by calling the Help Desk.
19. Personal laptops are not to be connected to the network jacks via a patch cable in the classrooms or offices, unless it is under the direction of the IT Department. Personal laptops or handheld devices should only use the wireless network provided by the University. Laptops that were purchased and provided to Faculty and Staff by the University should be connected by patch cable to the network jack when the device is in the office or classroom. Additionally, the wireless signal should be turned off when the device is connected by cable. Having both connections active can cause problems with the laptop and it can also cause problems on the network.
20. As mentioned above, these policies and procedures are NOT exhaustive, but rather provide the essential framework for acceptable use of the computer and communication resources of Waynesburg University. Please see the “Waynesburg University Property Policy” for additional information pertaining to computer network policies and procedures.

V. PROCEDURE ELEMENTS: Provide the following procedure elements if appropriate

- A. Index: N/A
- B. Definitions: N/A
- C. Body of procedure: Covered in above policy elements

APPENDIX: N/A