ACCEPTABLE USE OF COMPUTER AND TECHNOLOGY RESOURCES POLICY

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding necessary policy information pertaining to the University Acceptable Use of Computer & Technology Resources.

2.0 SCOPE

University Employee Policy

3.0 POLICY

As part of our educational mission, Missouri Southern State University acquires, develops, and maintains computers, computer systems, applications and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instructional, research and administrative activities. This policy applies to all users of university computing resources, whether affiliated with the university or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may govern specific computers, computer systems or networks provided or operated by specific units of the university; for further information, consult the department heads of the specific computer, computer system, or network (Registrar's Office, Financial Aid, Business Office, et al). This policy may be modified at any time, as deemed appropriate by the university.

Rights & Responsibilities:
The use of university computing resources, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. The legitimate use of a university computer, computer system, or network is a privilege and not a right, and the university may withdraw or limit that privilege at any time in its sole discretion.

General Rules:
Users of university computing resources must comply with federal, state, and local laws as well as university rules and policies. Users of university computing resources must also comply with intellectual property laws and the terms and provisions of any applicable contracts including but not limited to software licenses.

Users are responsible for any activity originating from their accounts which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been issued. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and should immediately report the incident to the IT Help Desk (417-659-4444) and the CIO CIO@mail.mssu.edu.

The university network is a shared resource used by all users. Excessive use of bandwidth or applications that inhibit or interfere with the use of the university network are not permitted. The KCP-4639669-1 university at any time in its discretion may elect to establish specific limits on bandwidth, disk usage, CPU time, or any other limit applicable to uses of university computer resources.

Users may not state or imply that they speak on behalf of the university or that they are authorized to use or permit

others to use university copyrights, trademarks, trade names or logos. Authorization to use university copyrights, trademarks, trade names or logos may be granted only by the Office of University Relations (info@mssu.edu) or the University Athletic Department (lionsfans@mssu.edu),), and any such authorization must be in writing and limited to the specific authorization granted in such writing.

Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of MSSU computers or networks, terminals or peripherals. This includes blocking communication lines, intercepting or sniffing communications, and running, installing or sharing virus programs. A deliberate attempt to circumvent data protection or other security measures is prohibited.

Users must not attempt to implement their own network infrastructure, offer alternative methods of access to MSSU IT resources such as by using modems and virtual private networks (VPNs), or attempt to install or configure wireless access points. University computing resources are not to be used for personal commercial purposes or for personal financial or other gain.

MSSU-provided email (name@mssu.edu) is considered the official e-mail communication mechanism recognized by the university for e-mail communication and should be used at all times for the conduct of university business by e-mail.

Security:
The university employs various measures intended solely for the benefit of the university and the security of its computing resources. Users should be aware, however, that the university does not warrant or guarantee security and confidentiality, and does not undertake any duty to any user or other person. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and not using computing resources for communications which the user may consider private or confidential to the user.

Privacy:
All university computing resources are the property of the university. Users have no expectation that any information transmitted over or stored on university computing resources is or will remain private. Users also should be aware that in some instances e-mails and other electronic communications and uses of computing resources could be subject to public disclosure under the Missouri Sunshine Law or other laws or legal procedures.

For many reasons, including security and compliance with applicable laws and policies, the university reserves the absolute right, in its sole discretion and without notice or consultation with any user, to the fullest extent permitted by applicable law, to monitor, view, examine, record, and otherwise track or investigate any use of university computing resources or activity involving computing resources, but the university undertakes no obligation to do so. Examples of such monitoring or investigation may include, without limitation, review of e-mails, access of user accounts, files, or login sessions, examination of the substance or content of any user communications or websites accessed by the user, and use of software or other technology to assist with any of the foregoing monitoring or investigation.

The university, in its discretion, may disclose the results of any such general or individual monitoring or investigation, including the contents and records of individual communications, to appropriate university KCP-4639669-1 personnel or law enforcement agencies and may use those results in university disciplinary proceedings or other legal proceedings.

E-Mail and Other Similar Forms of Communication:
For purposes of this policy, e-mail includes point-to-point messages, postings to newsgroups and listserves, and any electronic messaging involving computers and computer networks. Organizational email accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the University community. The university from time to time may designate specific e-mail programs or accounts to be used by students or by faculty, staff, or administrators for communications related to university business or education.

Examples of Inappropriate Uses of E-mail:

While not an exhaustive list, the following are or may be considered inappropriate or unacceptable uses of university computing resources:

- Chain mail that misuses or disrupts resources, including e-mails sent repeatedly from user to user; with requests to send to others;
- Any e-mails, communications, website access, or other uses of computing resources that violate university rules, policies, or regulations, including university policies regarding harassment and professionalism;
- Computer hacking, spread of computer viruses, or any similar efforts to attack or gain unauthorized access to university computing systems, or the spread of hoaxes regarding viruses or other threats;
- Spamming, phishing, e-mail bombing attacks, or similar abuses, or intentional e-mail transmissions that disrupt normal e-mail service;
- Junk mail - Unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it;
- False identification - Any actions that defraud another or misrepresent or fail to accurately identify the sender; and
- Use or access of Web pages, blogs, or other Internet sites or applications which contain or promote pornography, child pornography, gambling, or other criminal activity, or which in the discretion of the university would otherwise be inconsistent with standards of professionalism and conduct reasonably expected by the university with respect to use of its computing resources, compliance with laws, and the function and reputation of the university as a public institution of higher learning.

Personal Use:
Computing resources provided by the university are primarily for university-related purposes. Limited, occasional, or incidental use of university computing resources for personal purposes may be permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other university responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of university equipment or as the university may deem appropriate in its discretion.

Web Pages:
Official university pages (including colleges, departments, bureaus, centers, institutes, etc.) represent the university and are intended for the official business functions of the university. Each official home page must use an address that ends in "mssu.edu" and be registered with the university's Web administrator webmaster@mssu.edu who will then include it as a link from the MSSU Web Site Listing.

Each such Web page should include the following:

- The name of the unit or group represented by the page;
- A means of contacting the person(s) responsible for maintaining the page content;
- The date of last revision;
- An active link to the MSSU home page;

Using MSSU Web pages for personal commercial gain is forbidden. Any private commercial use of MSSU Web pages must be pre-approved pursuant to existing university policies and procedures including those related to outside employment activities. The university may require pages/ads involving commercial use to reside on a specific domain such as mssu.org or mssu.com. All MSSU units that accept payments electronically via the Internet must have approval of the application from the MSSU Business Office and IT Department.

External Links:
MSSU accepts no responsibility for the content of pages or graphics that are linked from MSSU pages. However, Web page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the University. Links to pages where the user has a personal monetary interest should be avoided and may violate policies regarding advertising and commercial use.

Problematic Use:
Excessive or disruptive use of university resources in the viewing or publishing of Web pages is not permitted.

Departments owning or administering the resources involved may determine whether specific usage is considered normal, excessive or disruptive, and the university in all cases reserves the right to make such determinations in its sole discretion.

Enforcement:
Users who violate this policy may be denied access to university computing resources and may be subject to other penalties and disciplinary action, up to termination of employment. The university may suspend, block or restrict access to an account in the discretion of the university or when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability or promote compliance with applicable laws, regulations, and policies. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Disclaimers:
The university makes no warranties, whether express or implied, for the computing resources, services or access it provides. The university is not responsible for delays, non-deliveries, missed deliveries, loss of data, service interruptions or the like, any act or omission of user(s), or issues related to personal privacy or the like. The university does not warrant or guarantee the accuracy or quality of information obtained from the Internet or use of university computing resources. Access or use does not include endorsement of content or accuracy of the information obtained.

This policy is intended only to state certain rules and expectations for use of computing resources, and it does not contain or reference all policies which may be applicable or which may be implemented by the university pertaining to use of computing resources. Users are expected to be familiar with all university policies and rules, and with all applicable laws and regulations concerning use of computing resources. The university also expects users to demonstrate courtesy, professionalism, respect for others, and common sense when making use of computing resources or communicating electronically; KCP-4639669-1 when in doubt about the appropriateness of a particular use or communication, the user should refrain from such use or communication or should first consult the IT Help Desk for guidance or clarification regarding whether or not such use or communication may violate university policies.

To report violations, please contact abuse@mssu.edu For questions concerning this policy, please contact: IT Help Desk at 417-659-4444.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS