

## Document History

Responsible Administrator: CIO

Responsible Office: Office of Technology

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Approved by: President

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# Responsible Computing Policy

## Policy Statement

This policy describes the University's expectations for responsible and productive computing. This policy applies to all

## Authorized use:

Computing resources are authorized for use in direct support of administrative and academic duties (including coursework), and for other purposes typically allowed by academic freedom, as long as users do not, intentionally or through neglect:

1. Circumvent the security of Southeastern's computing resources or use Southeastern's computing resources to circumvent security elsewhere, without express consent.
2. Harm or modify, without permission, Southeastern's computing resources.
3. Use Southeastern's computing resources for business purposes unrelated to the mission of Southeastern.
4. Illegally reproduce, use, or distribute copyrighted, licensed or trademarked materials, including computing software.
5. Harass or intimidate others.
6. Prevent others from performing authorized duties and assignments.
7. Monopolize systems, overload networks, degrade services, or waste computer time, connect time, disk space, printer paper, manuals, or other resources.
8. Violate Southeastern, University of Louisiana System, or Board of Regents policies, or local, state, or federal laws

## Enforcement:

Southeastern considers any violation of acceptable principles or guidelines to be a serious offense. The University reserves the right to copy and examine any files or information resident on University systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to suspension of computer access and/or other disciplinary actions as prescribed in the Student Code of Conduct and employee handbooks. In addition, offenders may be prosecuted under state and federal laws including (but not limited to):

1. Family Educational Rights and Privacy Act of 1974
2. Computer Fraud and Abuse Act of 1986
3. Computer Virus Eradication Act of 1989
4. Telecommunications Act of 1996
5. Communication Decency Act of 1996 (Exon amendment)
6. Federal Copyright Law (Title 17)
7. Louisiana Revised Statute 14:73 (state law addressing computer crime including offenses against intellectual property, destruction of computer equipment, and committing computer fraud)
8. Digital Millennium Copyright Act of 1998

eventual civil or criminal prosecution. In some cases, Southeastern may have the right to seek reparations where applicable.

## Physical damage and theft

Computing tools like library resources are shared, public facilities, essential to the scholarship of everyone at the University. The intentional and unauthorized alteration, damage, destruction or theft of computer hardware, software, data, or related equipment clearly is a violation of University standards and is a felony. In addition to refraining from such abuse, users have an obligation to report physical damage or theft that they see committed by others.

## Personal use for monetary gain

In general, Southeastern's computing resources may not be used for personal gain. The distribution or posting of advertisements or notices for profit is prohibited. In addition, networking links or connections to external entities that

## Unauthorized access and use of data

