



Appropriate Use Policy



Administrative System User Statement

## Appropriate Use Policy for Information Technology Version 1.4 Dated June 15, 2006

Pace University reserves the right to amend or otherwise revise this document as may be necessary to reflect future changes made to the I.T. environment. You are responsible for reviewing this Policy periodically to ensure your continued compliance with all Pace University I.T. guidelines.

### **Part I: Introduction**

#### Identity of Information Technology Resources at PaceUniversity

Information Technology (I.T.) at Pace University encompasses the use of all campus computing, telecommunications, document services, educational media, and management information systems technologies. These I.T. resources support instructional, research, and administrative activities of the University. Examples of these resources include, but are not limited to, the central administrative, academic and library computing facilities; the campus-wide data, video and voice network; electronic mail; video conferencing systems; access to the Internet; voice mail; the University switchboard; fax machines; photocopiers; classroom audio-video; departmental and general use computing facilities and related services.

#### Appropriate Use of I.T. Resources

Users of these services and facilities have access to valuable university resources, to sensitive data and to external network. Consequently, it is important for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means understanding the intended use for Pace I.T. (and making certain that your use complies); respecting the rights of other Pace information technology users; maintaining the integrity of the physical facilities, and obeying all pertinent license and contractual agreements.

#### Guidelines

This document establishes general guidelines that apply to all users of I.T. resources owned or managed by Pace University including but not limited to Pace students, faculty, staff, external individuals (such as Pace contractors) or organizations and individuals accessing external network services, such as the Internet, via Pace's Information Technology facilities.

The policies described in this document apply to all information technology owned or managed by Pace University and represent the *minimum* appropriate use policies for I.T. Individual departments may have additional (and more restrictive) policies regarding I.T. resources held in those departments. Departmental users should contact their Information Management Officer (IMO) for more information about I.T. policies in a specific department. It is strongly recommended that each department appoint at least one IMO designated to provide first level I.T. support, receive training with the DoIT organization and exchange pertinent I.T. information between DoIT and the department.

### **Part II: Guidelines for Appropriate Pace I.T. Use**

*The following list, while not exhaustive, provides some specific guidelines for appropriate I.T. use:*

1. Use Pace's Information Technology facilities and services for Pace University related-work, not for personal or other than-Pace business work. Pay particular attention to abuse of photocopiers, local and long distance phone calls, fax machines, the Internet and the local Pace networks.
2. Pace University encourages information technology literacy for its students, faculty and staff. As such, Pace University allows its electronic mail system and personal World Wide Web pages to be used by students, faculty and staff for **reasonable and limited** personal use. For example, occasionally sending electronic mail to family and friends is allowed. The hosting of a personal web page on <http://webpage.pace.edu>. In all cases this "personal use" must conform to the

guidelines established herein, dealing with the prohibition of personal, financial gain.

3. Use only the Information Technology facilities for which you have specific authorization. Do not use another individual's ID or account, or attempt to capture other users' passwords. Users are individually responsible for all use of resources assigned to them; therefore, sharing of IDs is prohibited.
4. Observe established guidelines for any information technology facilities used both inside and outside the University. For example, individuals using Pace's Computer Resource Centers must adhere to the policies established for those centers; individuals accessing off-campus computers via external networks must abide by the policies established by the owners of those systems as well as policies governing use of those networks.
5. Do not attempt to alter, delete or destroy any software on any Pace I.T. system. This constitutes a violation of appropriate use of I.T. facilities no matter how weak the protection is on those products.
6. Your use of Pace I.T. facilities and services is subject to and conditional upon your compliance with state and federal laws and university policies, including disciplinary policies.
7. Respect the privacy and personal rights of others. Do not access or copy another user's electronic mail, data, programs or other files without permission. Pace endorses the following statement on software and intellectual rights distributed by EDUCAUSE, the non-profit consortium of colleges and universities, committed to the use and management of information technology in higher education. The statement reads:

*Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and the right to determine the form, manner and terms of publication and distribution.*

*Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.*

8. The University policies on plagiarism or collusion apply to uses of I.T. resources in course assignments.
9. The official Pace University position on peer-to-peer (P2P) file sharing utilities (e.g., KaZaa, iMesh, Gnutella, etc.) is that the software itself is not illegal, nor banned by Pace University. It is illegal, however, to download or share copyrighted material for which you do not hold the copyright.

Recent rulings by the courts under the Digital Millennium Copyright Act have held that Internet Service Providers or ISPs (e.g. Pace University is an ISP to its students, faculty and staff) must provide the identity of users of specific Internet Protocol Addresses or "userids" of the programs listed above when a properly issued subpoena is provided. Individual students, faculty and staff may be held personally liable for violations of copyright laws.

10. You are expected to abide by all applicable copyright laws and licenses. Both University policies and the law expressly forbid the copying of software that has not been placed in the public domain and distributed as "Freeware" or "Shareware". Users are expected to abide by the requirements of shareware agreements. Each individual department or department IM is responsible for keeping records and original licenses of departmental software installed on office systems. DoIT will manage university-wide site licenses.
11. In order to avoid jeopardizing the University's tax-exempt status, do not use Pace I.T. facilities and services for personal financial gain or in connection with political activities, without prior written approval in each instance. Contact the Vice President of Information Technology for detailed information.
12. Use appropriate standards of civility and common sense when using I.T. systems to communicate with other individuals. Do not use e-mail to transmit confidential information relative to personnel matters, internal investigations and litigation. When sending personal messages to other users, participating in a Chat Room discussion, posting on electronic bulletin boards or leaving a voice mail message, identify yourself as the sender. Using Pace's I.T. resources to harass, slur, embarrass or demean other individuals is explicitly prohibited.

**13.** Be sensitive to the needs of others, and use only your *fair share* (what a reasonable person would consider fair) of computing, faxing, dial-up networking and telephone resources. For example, users of shared resources, such as Pace dial-up Internet connections or the PCs in the Computer Resource Centers, should use these facilities for only the most essential tasks during periods of peak demand. Broadcasting non-critical messages to large numbers of individuals (**spamming**) and sending chain letters are examples of activities that cause network congestion and interfere with the work of others, and are prohibited. Use the available online and telephone company directories to look up the numbers yourself to save the University additional telephone service charges.

**14.** Treat I.T. resources and electronic information as a valuable university resource. Protect your data and the systems you use. For example, back up your files regularly. Set an appropriate password and change it regularly. Passwords should be any easily remembered word or phrase. Select a random string of letters and numbers with a recommended length of at least 8 characters (if the system allows). Make sure you understand the access privileges you have set for your files. Do not destroy or damage any I.T. equipment, networks or software. The willful introduction of computer code that compromise the integrity of a system, such as viruses and worms, into the Pace University computing environment or into other computing environments via Pace's network violates university standards and regulations. This may result in a range of penalties from termination of user access to Pace I.T. resources to expulsion/removal from the University.

**15.** Stay informed about the Pace I.T. environment, as it is continually evolving to keep pace with academia and the demands of our students. Pace disseminates information in a variety of ways, including the DoIT Announcement page (also known as *DoITNews*) on the Web, the Pace Home Page, logon messages, the IMO listserv, and online documentation regarding software policy and procedures; in published newsletters (e.g. *Opportunitas*, *Pace Press*, *Paw Print*); at meetings; and, in some cases, as announcements/memos mailed to departments/individuals. *Users are responsible for staying informed about these changes and are expected to adapt to changes in the University I.T. environment.*

### **Part III: Users' rights**

#### **1. Access to I.T. Resources**

##### Central I.T. Resources

Undergraduate and graduate students, faculty, administrators, staff and recognized student organizations may obtain IDs for use with the central I.T. activities related to instruction, research or university administration

In the event that any student, faculty, administrator or staff person leaves, resigns or in any way concludes his or her relationship with Pace University for whatever reason:

- access to all I.T. resources, including voice mail and email services, will be terminated immediately
- all electronic storage will be deleted.

### **Part III: Users' rights continued in PDF at top of document**