



## Computing Ethics & Guidelines

### Computer Access and Use

University-owned computing equipment and services may be used primarily only by:

- Faculty, staff, and students for recognized instructional, research, or administrative purposes within the University.
- Organizations whose use of such services is for a University-sponsored or recognized public service. For purposes of administering this policy, such classification will apply only if the organization has been designated as federally tax-exempt under the Federal Internal Revenue Code and the use of such services is approved by Computing Services and Systems Development.
- Faculty and staff under professional consulting arrangements provided: (1) an application for services is approved by Computing Services and Systems Development and an external account is established, and (2) a formal contractual arrangement is entered into with Computing Services and Systems Development.

Use of computer services for any partisan political purpose or any unlawful purpose and use which infringes on the rights of others, including privacy, ownership, and equitable access to computing resources is prohibited. Computer software and other intellectual property protected by copyright may not be copied from, into, or by University computing facilities, except as permitted by law, or by contract with the copyright owner. Departments that purchase software protected by a copyright are responsible for the protection of that copyright.

Electronic communication facilities, such as e-mail facilities or World Wide Web servers may only be used for University-related activities. Fraudulent, harassing, or obscene messages may not be sent or stored. Willfully exceeding the limits of authorization, damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other University computing facility or gaining unauthorized access to any software, program, documentation, data, or property contained in any computer, computer system or computer network will result in disciplinary action. See Policy 10-02-05.

### Respect the Privacy of Other Users

Do not intentionally seek information about, obtain copies of, or modify files, tapes or passwords belonging to other users unless explicitly authorized to do so by those users. If another user should gain access to your password, change it immediately. Your important files will never be safe if you allow another user to access your account. You should be aware that the Electronic Communications Privacy act places electronic mail in the same category as messages delivered by the U.S. Postal Service. This means that tampering with electronic mail, interfering with or intercepting the delivery of mail and the use of electronic mail for criminal purposes may be felony offenses.

### Do Not Give Out Your Password or Share Your Account

Your University Computer Account is a privilege given to you which should not be shared. Violators of this policy can lose access to CSSD computing facilities and resources.

### Use Computing Labs for Only Educational and Course-Related Work

Users not abiding by this rule can be asked to vacate equipment and leave the lab.

### Use E-mail for Only Educational and Instructional Purposes

Forwarding chain letters is a violation of CSSD policy, and in violation of most network policies. You should be aware that chain letters can quickly degrade network performance, and policies against them are needed to

ensure that all users can complete their work effectively. In addition, University policy (and decency) prohibits users from sending threatening, obscene or harassing messages to other users.

### **Be Considerate When Posting Messages or Creating Signature Files**

Remember that others will read these, so you should not be offensive or harassing.

### **Exercise Common Sense and Decency Regarding Shared Resources**

Users are expected to refrain from engaging in deliberately wasteful practices -- for example, printing large amounts of unnecessary listings, performing endless unnecessary computations or unnecessarily holding public PCs or workstations or dial-up telephone lines for long periods of time when other users are waiting for these devices.

### **Respect Appropriate Laws and Copyrights**

It is the policy of the University to respect the copyright protections given to authors, owners, and publishers under Federal law including the Digital Millennium Copyright Act. It is against policy for any student, faculty or staff member to copy, reproduce, or distribute any software, music, games, or movies on University computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under Federal law.

### **Respect the Spirit of Academia**

The theft, mutilation or abuse of computing resources violates the nature and spirit of the academic environment. Keep in mind that theft and abuse of computing facilities is a disservice to other users and deteriorates the computing environment in general.

### **Be Considerate of Lab Consultants' Time**

The consultants in the labs are students; their job entails handling many different priorities at once: filing output, answering questions and fixing equipment. Our policy is that your output will be filed as soon as possible after it is printed (not "queued"). Please be patient.

### **Be Respectful of Lab Consultants**

The consultants in the labs can explain error messages, determine the cause of an error, suggest ways to avoid certain problems, provide information on software and hardware facilities and direct you to documentation. If you are a student; however, do not expect the consultant to do your homework or debug your computer program. Please refrain from monopolizing a consultant's time unnecessarily; his or her time is greatly in demand by other users as well.

### **Respect Student Computing Resources**

Computer accounts are allocated for course or educational work only. Use of University computer resources for commercial endeavors is prohibited.

