

faculty, staff, registered students, and individuals outside the university who are authorized to use services that have been made available through Ohio University. The university reserves the right to limit, restrict, or extend computing privileges and access to its resources.

Computers and network resources can provide access to resources both on and off campus. Such open access is a privilege, and requires that individual users act in a responsible and acceptable manner. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. Acceptable use demonstrates respect for intellectual property, truth in communication, ownership of data, system security mechanisms, and individuals' right to privacy and freedom of intimidation, harassment, and unwarranted annoyance. The university considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to test and monitor security, and copy and examine any files or information resident on university systems allegedly related to unacceptable use.

Those who do not abide by the policies and guidelines listed below should expect at least suspension of computer privileges and possible disciplinary action in accordance with university rules for misconduct and existing judicial, disciplinary, or personnel processes. Offenders may also be subject to criminal prosecution under federal or state laws, and should expect the university to pursue such action.

Computer Services and Communication Network Services should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and network. The user community is expected to cooperate with Computer Services and Communication Network Services in their operation of computer systems and networks as well as in the investigation of misuse or abuse.

## Procedures

Ohio University's computers, networks, and other information resources (i.e., Web pages and other information servers) may not be used in any manner prohibited by law or disallowed by licenses, contracts, or university regulations. Organizations, faculty, staff, and individuals are accountable for the information they publish across computing resources, and they must be aware of university policies regarding confidential information, harassment, use of university computer, and intellectual property.

### I. Required Activities

In making acceptable use of resources, you must:

1. use resources only for authorized purposes.
2. protect your login ID and system from unauthorized use. **The University is not** responsible for activities on your login ID or that originate from your system.
3. access only files and data that are your own, which are publicly available, or to which you have been given authorized access.
4. be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk