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## Student Handbook 2003

### Computing Policy and Procedures

#### 1. DEFINITIONS

**Authorized use:** Use of computing and networking resources shall be limited to those resources and purposes for which access is granted. Use for political purposes is prohibited. Use for private gain or other personal use not related to job duties or academic pursuits is prohibited, unless such use is expressly authorized under governing institution or system procedures, or, when not expressly authorized, such use is incidental to job duties or limited in time and scope, and such use does not: (1) interfere with NDUS operation of information technologies or electronic mail services; (2) burden the NDUS with incremental costs; or (3) interfere with the user's obligations to the institution or NDUS.

**Authorized user(s):** Computing and networking resources are provided to support the academic research, instructional, outreach and administrative objectives of the NDUS and its institutions. These resources are extended to accomplish tasks related to the individual's status with NDUS or its institutions. Authorized users are (1) current faculty, staff and students of the North Dakota University System; (2) individuals connecting to a public information service (see section 5.3); and (3) other individuals or organizations specifically authorized by the NDUS or an NDUS institution. For the purposes of this policy, no attempt is made to differentiate among users by the user's group. These policies treat all users similarly, whether student, faculty, staff or other authorized user, in terms of expectations of the user's conduct.

**Campus Information Technology Security Officer:** Individual, designated by the Institution, responsible for IT security policy education and enforcement, and coordination of incident investigation and reporting.

**Campus Judicial Officers:** The designated Campus Judicial Officers for students, or appropriate supervising authority for faculty and staff, as defined by the Institution.

**Chief Information Officer (CIO):** The senior staff member responsible for information technology.

**Computing and networking resources:** Computing resources and network systems including, but not limited to, computer time, data processing, and storage functions; computers, computer systems, servers, networks, and their input/output and connecting devices; and any related programs, software and documentation.

**Electronic information:** Any electronic text, graphic, audio, video, digital record, digital signature or message stored on or transported via electronic media. This includes electronic mail messages and web pages.

**HECN:** The North Dakota Higher Education Computer Network, which has been given the responsibility of maintaining the computer and network systems for the North Dakota University System.

**Institution:** One of the eleven colleges or universities within the North Dakota University System.

**Open record:** Electronic information using NDUS computing and networking resources may be considered to be open records, subject to restrictions imposed by federal and/or state statutes. Electronic information of employees used in support of college, university or NDUS business, regardless of where the electronic information originated or resides, also may be subject to open records laws of North Dakota (see generally section 44-04-18 of ND Century Code).

**Student record:** As defined by the Family Educational Rights and Privacy Act of 1974 (FERPA), a student educational record includes records containing information directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution.

**Unit:** Department, office or other entity within an institution.

**User:** See Authorized User(s)

#### 2. INDIVIDUAL PRIVILEGES

The following individual privileges are conditioned upon acceptance of the accompanying responsibilities within the guidelines of the Computer and Network Usage Policy.

##### 2.1 Privacy

In general, all electronic information shall be free from access by any but the authorized users of that information. Exceptions to this basic principle shall be kept to a minimum and made only when essential to:

1. meet the requirements of the state open records law and other statutory or regulatory