

## COMPUTING AND ACCEPTABLE USE POLICY

**PURPOSE:** The purpose of this policy is to promote the use of the institution's computing resources in an efficient, ethical, and lawful manner. Most of these guidelines follow general rules of common sense and courtesy. The computing resources of the institution are to be used for purposes that support the educational mission of the institution and are conducive to the overall academic climate.

**POLICY:** This policy is intended to provide effective protection for individual users, equitable access, and proper management of the computing and network resources.

The rights of academic freedom and freedom of expression apply to the use of Franklin Pierce University's computing resources. Along with these rights there are associated responsibilities and limitations. Franklin Pierce University supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. The use of Franklin Pierce's computing resources is subject to University policy, and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individual's rights to privacy and freedom from intimidation and harassment.

**DATE APPROVED:** May 14, 2002

**REVISED:** September 1, 2007

### PRACTICES & PROCEDURES:

- I. These terms apply to all users of the University's computing resources, whether affiliated with the University or not, to all users of those resources, whether on campus or from a remote location. Access to the University's computing resources is a privilege granted solely to the University's faculty, staff, trustees, and registered students. All users of these resources must act responsibly and maintain the integrity of these resources. The University reserves the rights to limit, restrict, or extend computing privileges and access to its resources. The University will determine access privileges and rights based on position.
- II. Users of the University computing resources must comply with federal and state laws, University rules and policies, and terms of applicable contracts including software license while using the University's computing resources. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyrights, trademark, obscenity, and child

pornography; New Hampshire Law 638:16 Computer Crime, the Electronic Communications Privacy Act, and the Franklin Pierce University Sexual Harassment Policy,

- II. Users are responsible for keeping their accounts and passwords secure. Users are responsible for all activities on their userID or that originate from their systems. Each computer user is responsible for changing their password periodically to ensure continued security. It is important to choose a password that is known only to you. Under no circumstances should a user allow anyone else to use their personal account and password.
- III. Users are prohibited from accessing or attempting to access or view any account for which they do not have specific authorization. Actions that intentionally disrupt, delay, endanger, or expose another's work or University operations are also prohibited.
- IV. Users must not utilize the University's computing resources to gain unauthorized access to remote computers or to impair or damage Franklin Pierce University computers, networks, and peripherals. This includes, but is not limited to, blocking communication lines, and running, installing or sharing virus programs.
- V. Users are prohibited from placing on the University's computer systems information or software that: infringes upon the rights of another person; is abusive, profane, or sexually offensive to the average person; consists of information which may injure someone else and/or lead to a lawsuit or criminal charges; consists of advertisements for commercial enterprises.
- VI. The University recognizes that during the course of pursuing legitimate academic research or work for the University, Faculty-Users may find it necessary to explore or use material defined as offensive or obscene by the University. The University recognizes the nature and necessity of this work and supports the legitimate academic pursuits of its faculty. Should the research necessitate publication on the University network, precautions must be taken to protect viewers from unwanted access.
- VII. Reasonable personal use of the University's computer resources is permitted provided that it does not interfere with the individual's job function and it does not interfere with the operations of the University network. The use of Franklin Pierce University computing resources and network capacity for commercial purposes is not permitted.
- VIII. Employees using Franklin Pierce University accounts are acting as representatives of the University. As such, employees should act accordingly so as to not damage the reputation of the University.
- IX. Employees shall not place University material (copyrighted software, internal documents, etc) on any publicly accessible Internet computer without prior permission. The Internet does not guarantee privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Network users must exercise caution and care when transferring such material in any form.
- X. This policy may be modified as deemed appropriate by Franklin Pierce University. Users are responsible for reading and understanding this policy and should periodically review this policy as posted in the Administrative Policy manual.
- XI. Violations
  - A. The Information Technology Department should be notified about violations of computer law and policies, as well as about potential loopholes in the security of its computer systems and networks. Should the security of a computer system be

- threatened, user files may be examined under the direction of the Director of Information Technology.
- B. Members of the University community are expected to follow all other policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files or information. Those who cannot accept these standards of behavior will be denied use Franklin Pierce University computers or network systems. Violators may also be subject to penalties under University regulations and under state and federal laws.