



COMPUTER USAGE POLICY

Origination Date: 5/17/96 Technology Committee Approved by Administrative Cabinet. Revision Date: 02/03/22 Revision: Z

Introduction

Campus computing is intended to support the mission of Hannibal-LaGrange University in providing an excellent liberal arts education in a distinctively Christian environment and requires responsible, ethical and legal use of computer resources. All students, personnel and other users are expected to abide by the guidelines set forth in this policy. Access to campus computer resources is a privilege contingent on the following: availability of the resources, current academic priorities, adherence to this (and subsequent) computer user policies, and payment of necessary fees.

The University extends the Computer Usage Policy principles and guidelines to systems outside HLGU accessed via HLGU facilities (e.g., electronic mail or remote logins using HLGU's Internet connections). Networks or computing providers outside the University may impose additional conditions of appropriate use, for which you are responsible.

This policy pertains to anyone on campus who will be utilizing our computer or network resources in any way. If someone has questions about policy guidelines, or allegations of harassment or other irresponsible use of technology resources, he or she should contact the Office of Computer Services. The Office of Computer Services is located on the first floor of the administration building and may be contacted by phone (573-629-3033) or by email (administrator@hlg.edu).

I. User Responsibilities

University computing resources are available for the purpose of advancing the University's mission. Faculty, staff, and students may use them for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the University, and other University-sanctioned or authorized activities. The use of University computing resources for commercial purposes including any sort of solicitation is prohibited.

The University acknowledges that occasionally faculty, staff, and students use University computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student's duties, do not interfere with the efficient operation of the University or its computing resources, do not disrupt classroom activities and are not otherwise prohibited by this policy or any other University policy or directive. Decisions as to whether a particular use of computing resources conforms to this policy shall be made by the Director of Computer Services or appropriate administrator.

Acceptable behavior includes, but is not limited to the following:

1. Using resources for University courses, research, functions, and appropriate correspondence.
2. Respecting copyright and other intellectual property rights. (See Additional Matters Section: D, E, & G.)
3. Abiding by security restrictions on all systems to which the user has access.
4. Using personal account(s) properly (i.e. changing passwords frequently and not sharing them.)

Unacceptable behavior includes, but is not limited to the following:

1. Cheating, plagiarism, information theft or academic dishonesty including purchasing papers off of the Internet.
2. Wasting limited resources, such as excessive use of messaging, printing resources, information storage space, network services or game playing. (See Additional Matters Section B)
3. Accessing, examining, or attempting to examine the files, mail, or account of either other computer users or of system management directories, files, or resources.
4. Accessing, examining or attempting to view, or change the configurations of HLGU's computers, printers, routers, switches, networks, etc, or any other user's computers or equipment.
5. Invading the privacy of other individuals or attempting to commit identity theft.



6. Sending, annoying, harassing, or obscene messages. (See Additional Matters Section C)
7. Writing anonymous or pseudonymous communications, which appear to dissociate you from responsibility for your actions, impersonate others and are inappropriate.
8. Using resources for commercial activities including but not limited to commercial solicitation of business. See MOREnet for more information. <http://www.more.net/content/service-policies>
9. Distributing passwords or otherwise attempting to evade, disable, or "crack" password or other security provisions.
10. Damaging, modifying, or unauthorized relocation of any University hardware or software.
11. Deleting any University-provided software or deleting any data not belonging to the user without proper authorization.
12. Using multiple computers simultaneously.
13. Installing unauthorized software. (See Additional Matters Sections, F & G))
14. Introducing a computer virus or other destructive program.
15. Violating any rules or regulations posted.
16. Accessing materials from the Internet including but not limited to pornography and other questionable materials that are not consistent with HLGU's mission in maintaining a distinctly Christian environment.
17. "Loaning" your account name and password to others.
18. Using sounds or visuals that might distract or offend others.
19. Using network resources for libel, slander, fraud, misrepresentation or any illegal activity.
20. Using or distributing the University's or anyone's logo, seal, trademark or copyrighted materials without prior approval. (See Additional Matters Section D)
21. Any other act deemed illegal under local, state or Federal law.

II. Official Communications

HLGU may send official communications by a variety of means including but not limited to: email, U.S. Mail, text messages, learning management system, the University portals, and apps.

HLGU has the right to expect that students will read the communication in a timely fashion. A student's failure to read official University communications in a timely manner does not absolve the student from knowing and complying with consent of the official communication.

FERPA

All communications, including protected information, will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). To ensure compliance with FERPA regulations all correspondence which concerns protected information should utilize official HLGU communication methods. See HLGU's FERPA Policy for further details at www.hlg.edu/ferpa.

Email

An HLGU email account is only issued to employees, registered students, campus groups and affiliated individuals. The HLGU address will be listed as the official email address in the student's record. HLGU will not be responsible for the handling of email sent or forwarded to outside service providers

Students give HLGU permission to send protected information to a non-HLGU email address if they:

- a. Initiate a message from a known address.
- b. Respond to an official HLGU message.
- c. Provide an alternative email address.

Data Retention or Recovery

HLGU may outsource some or all of its email services and is not responsible for email retention or recovery. In addition to the University policies, students will be required to agree to and be bound by the vendor's terms of use. Students are strongly encouraged to maintain a backup of important email and documents.



Mass Email

Mass email to the entire student body is reserved for official University use only. Individuals may maintain and send to their own group listings for classes, clubs, friends, etc.

HLGU Employee Email Privileges and Responsibilities

Employees should not use mass email except for official University business and as is necessary to perform their job duties. Employees may also not use mass email for solicitations, non-HLGU fundraisers, or advertisements of personal items for sale. Employees may request that information about HLGU fundraisers be included in the HLGU Daily news.

Employees may not use the campus email system for partisan purposes

III. Legal Responsibilities

In addition to the ethical responsibility of the computer user, there are also legal responsibilities. By using the HLGU network, wi-fi, or other computing resources, users agree to abide by the terms set forth in this policy. This Agreement is entered into by the parties in the State of Missouri, and the laws of the State of Missouri shall determine all questions pertaining to the construction and validity of this Agreement. Any cause of action or lawsuit brought under this contract shall be filed only in Marion County, Missouri. Those using HLGU network, wi-fi or other computing resources agree to indemnify Hannibal-LaGrange University for any and all costs associated with any breach of this agreement including but not limited to damages, judgment interest, court costs, and attorneys' fees.

Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri Sections 569.095-569.099 have established penalties of tampering with intellectual property of computer users or computer equipment. Individuals may be convicted of a felony with penalties ranging from a one year sentence and a fine of \$1,000 to a five year sentence with a \$5,000 fine, depending on the damage caused. Federal penalties may include imprisonment and fines up to \$250,000. In addition, RSMo. 537.525 allows for civil penalties and attorney's fees be charged against offenders.

The guidelines presented here reflect U.S. Copyright Law, DMCA, State of Missouri Statutes, and additional specific rules imposed by the University. These statutes can be found in various locations on the internet, including the library's Nexis-Uni database. Please ask the library staff for help in locating any of these laws.

For information on fair use guidelines please visit

<http://www.copyright.com/Services/copyrightoncampus/basics/fairuse.html>

IV. Disciplinary Procedures

Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. Disciplinary action will be pursued for violation of these codes and statutes through appropriate University procedures.

Student violations may result in disciplinary and/or legal action and may result in loss of access, fines, probation or other disciplinary actions through the Office of Student Life.

Computer use privileges may be suspended immediately upon the discovery of policy violations. Suspected violations will be confidentially reported to the appropriate authority. Violations will be dealt with in the same manner as violations of other University policies. Disciplinary reviews will consider a full range of sanctions including, but not limited to, the loss of computer use privileges, dismissal from the University, and legal action including referral to State and Federal prosecutors. Violations of some of the above policies may result in criminal prosecution and the filing of civil lawsuits to recover damages and attorney fees.



V. Additional Matters

A. Privacy and Protection: Users should not expect any measure of privacy concerning information stored on or passing through HLGU's network. Due to circumstances beyond HLGU's control, viruses, vandalism, etc. can cause information to be distributed to anyone. Furthermore, the network administrators may access files, email, etc. as needed for maintenance, to answer inquiries from proper authorities, or other purposes. Upon separation from employment, supervisors and/or replacement may have access to all email and all files that the former employee had stored or access to. Please be advised due to the US Patriot Act, law enforcement agents can access files without a subpoena. Information posted on the internet including social networking sites are publicly accessible, and care should be taken on what is posted.

A limited amount of privacy is provided by assigning users logins and passwords which normally prevents one user from accessing the account of another user. Even the best of computer systems cannot protect the individual who fails to conceal his or her password. Leaving a computer without logging off is like leaving the door of your home unlocked and open. Using an obvious password is like hiding your door key under the doormat. Users are responsible for all activities done using their account. Users should change passwords regularly and not share them.

Important work should be stored on a network drive, which is backed up regularly.

B. Game-Playing and Messaging: By far the most common abuses of computing are excessive messaging and game playing. Communication and games are excellent ways to introduce people to computing. HLGU allows these activities for this purpose, but users must not tie up computers with unnecessary activities when others wish to use resources for academic purposes.

C. Harassing messages: "Harassing" and "annoying" can refer to many different things. Users must refrain from sending any messages with racial, sexual, or other negative overtones. (The messages you send will not only be from you, but from HLGU. Be sure that what you provide for public reading on Internet is something that is not contrary to the goals, policies, and perspectives of Hannibal-LaGrange University.) In addition, forwards or other good-natured messages may be annoying or harassing to some people, so please be considerate. You may have good intentions in sending these types of messages, but sending them to other people may cause problems.

D. Copyright questions: Any questions or complaints regarding copyright registration should be referred to the Library Public Services Technician 573-629-3137. Library staff can also assist in determining where to request permission for copyrighted materials. Permission to use HLGU logos, seal or other HLGU copyrighted materials should be requested from the Office of Marketing and Communications. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject those involved to loss of network privileges, disciplinary action, civil or criminal liabilities. See section III & IV for more details.

E. Intellectual property: Questions regarding intellectual property ownership of items developed at or for Hannibal-LaGrange University for instructional use should be referred to the Office of Academic Administration. Questions regarding non-instructional materials should be referred to the Office of Marketing and Communications. Contact the Marketing Director for suspected intellectual property violations done by or through the school.

F. Software authorization: Software should not be installed unless it has been approved by the Office of Computer Services. Requests for authorization may be submitted to Director of Computer Services. Personnel from the Office of Computer Services may delete any unauthorized software found and disciplinary actions may be brought against the party responsible for its installation. In the event of a denial, written appeals may be submitted to the Technology Committee at any time.

G. Peer-2-Peer Networking: Software for Peer-2-Peer Networking such as Bit Torrent, Transmission, WinMX, and Direct Connect is not allowed on computers belonging to the University or accessing the University network, including student computers in dorms. Having this software may result in the loss of network privileges or other disciplinary action.

H. HLGU reserves the right to inspect computers if violation of this policy is suspected.