



Section Number \_\_\_\_\_ Section Header: \_\_\_\_\_  
Subject: **Responsible Use of Computing Resources** \_\_\_\_\_ Effective Date: September 2003  
Responsible Office: Department of Information Technology \_\_\_\_\_ Responsible Officer: \_\_\_\_\_

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## INTRODUCTION

Using computing resources appropriately is everyone’s business. Doing so ensures that all resources are available and working at peak performance. Following appropriate use policy and guidelines also avoids potential litigation

## PURPOSE

The University seeks to enforce its policies regarding harassment and the safety of individuals; to protect the University against seriously damaging or legal consequences; to prevent the posting of proprietary software or the posting of electronic copies of literary works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and the data, either at NJCU or elsewhere; and to ensure the use of electronic communications complies with the provisions of other University policy, including but not limited to, the Student Code of Conduct and the Academic Integrity Policies.



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## SCOPE

The policies noted herein apply to all members of the New Jersey City University community, including but not limited to, administrators, faculty, staff, students, and adjuncts.

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## POLICY

NJCU expects all members of its community to use electronic communications and computer resources made available through and at the University in a responsible manner. The University may restrict the use of its computers and network systems for electronic communications, in response to complaints presenting evidence of violations of other University policies, codes, guidelines, state or federal laws. Specifically, the University reserves the right to limit or remove access to its networks through University-owned or other computers, and to limit or remove access to material posted on University-owned servers.

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## KEY PERFORMANCE INDICATORS

The following success of the policy will be assessed annually using the following quantifiable measures:

1. All software fully licensed
  2. All hardware used appropriately
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## PROCEDURES

*How to report a violation*

Violations of appropriate use should be reported to one or more of the following administrator:

Violations of	Department	Location	Extension	@njcu.edu
Sexual Harassment or Discrimination	Office of Affirmative Action	H 110		<a href="mailto:lnazario@njcu.edu">lnazario</a>
Student Code of Conduct	Dean of Students	GSU 316		<a href="mailto:lhamlin@njcu.edu">lhamlin</a>
Health or Safety	Public Fire and Safety	V 140		<a href="mailto:bharman@njcu.edu">bharman</a>
Academic Integrity	Dean of Students	GSU 316		<a href="mailto:lhamlin@njcu.edu">lhamlin</a>

Computers & Network Systems	Dept. of Information Technology	R 010		<a href="#">IT</a>
Student Privacy	Registrar's Office or Dean of Students	H 214 GSU 316		<a href="#">registrar</a> <a href="#">lhamlin</a>
Home Page Policy	Publications Office	H 315		<a href="#">webmaster</a>

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## POTENTIAL CONSEQUENCES FOR VIOLATIONS

The University reserves the right to limit, restrict, or remove computing privileges from anyone who violates the University's computer use policies, local, state or federal laws, as well as the applicable articles of the University's Student Code of Conduct for students as detailed in the student handbook.

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## RELATED DOCUMENTS

- General Principles and Guidelines for Appropriate Use of Information Systems at NJCU  
[http://www.njcu.edu/dept/it/documents/General\\_Principles\\_and\\_Guidelines.pdf](http://www.njcu.edu/dept/it/documents/General_Principles_and_Guidelines.pdf)
- Assignment of University Owned Personal Computers and Peripherals to University Employees  
[http://www.njcu.edu/dept/it/documents/Computer\\_Equipment\\_Assignment.pdf](http://www.njcu.edu/dept/it/documents/Computer_Equipment_Assignment.pdf)
- NJCU Hosted Websites Policy  
<http://www.njcu.edu/website.html>
- Sexual Harassment Complaint Procedure  
<http://www.njcu.edu/dept/aaction/aaeeo.html>
- Complaints of Discrimination Policies & Procedures  
<http://www.njcu.edu/dept/aaction/aaeeo.html>
- "Academic Integrity and Plagiarism" (Gothic Guide: Student Handbook)
- "Student Code of Conduct" (Gothic Guide: Student Handbook 1998-1999)
- "Student Computer Use" (University Undergraduate Catalog 1997-1998)

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## RESPONSIBLE PERSONNEL

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## ADDITIONAL REFERENCES

## Guidelines for Acceptable Internet Access and Use for New Jersey Employees

- A Guide To the Ethical and Legal Use of Software for Members of the Academic Community  
<http://www.state.nj.us/infobank/circular/cir9703s.htm>
- Digital Millennium Copyright Act of 1998; PL 105-304  
[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=105\\_cong\\_bills&docid=f:h2281enr.txt.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=105_cong_bills&docid=f:h2281enr.txt.pdf)  
(Educause coverage)  
<http://cause-www.colorado.edu/issues/dmca.html>
- Family Education Rights and Privacy Act of 1974; as amended (FERPA) 34 CFR Part 99; 20 U.S.C. 1232 g  
[http://www.lrp.com/ed/freelib/free\\_regs/bc3499.htm](http://www.lrp.com/ed/freelib/free_regs/bc3499.htm)
- Copyright Act of 1976; 17 U.S.C. sec 101 et seq.  
<http://www.loc.gov/copyright/title17/>