Policy & Procedures

Responsible Use of Computing Resources

Effective Date: September 2003

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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.

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.

DEFINITIONS

COPYRIGHT: Protection by US Office of Copyrights, Patents, and Trade Secrets which prohibits copying of books, computer software, trade secrets, proprietary information, videotapes or videodiscs for distribution to others.

NON-COPY PROTECTED: Means that the computer software does not have a "software-lock" which prohibits making ANY copies of the original disks or allows NO MORE THAN ONE "BACK UP" of the original disks. A

program which is identified as NON-COPY PROTECTED is still copyrighted and therefore multiple copies can not be made.

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.

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.

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	3075	lnazario
Student Code of Conduct	Dean of Students	GSU 316	3525	lhamlin
Health or Safety	Public Fire and Safety	V 140	3527	bharman
Academic Integrity	Dean of Students	GSU 316	3525	lhamlin
Computers & Network Systems	Dept. of Information Technology	R 010	3350	IT
Student Privacy	Registrar's Office or Dean of Students	H 214 GSU 316	3334 3525	registrar lhamlin
Home Page Policy	Publications Office	H 315	3425	webmaster

GENERAL PRINCIPLES AND GUIDELINES

The following is permitted/expected when using University computing resources:

- Use resources only for authorized purposes.
- Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Comply with State and Federal laws and policies, and University policies and guidelines regarding standards of conduct on the use of the Internet.
- For the campus systems that require it, protect your User ID from unauthorized use. You are responsible for all activities on your User ID or system.
- Observe all applicable policies of external data networks when using such networks via the University computer facilities.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Report any evidence of violation of these rules to the appropriate authorities.

The following is not permitted when using University computing resources:

- Monopolize computing resources..
- Use another person's User ID, password, files system or data.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system security measures.
- Attempt to modify or destroy University computing or communications equipment.
- Remove any University computing or communications equipment without proper authorization.
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Use University systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
- Download, copy or use material from the Internet in violation of copyright laws.
- Use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
- Use social networking or sharing web resources to harass, intimidate, or otherwise annoy another person, for example, by posting slanderous comments about a member of the university on MySpace.
- Use the University's systems for personal gain, for example, by selling access to your User ID or by performing work for profit in a manner not authorized by the University.
- Use the University' systems for commercial purposes unrelated to academic and/or University related work.
- Make or use illegal copies of copyrighted software, video, or music, store such copies on University systems, or transmit them over University networks.
- Use the University's systems for any illegal activity.
- Engage in any other activity that does not comply with General Principles presented above.

POTENTIAL CONSEQUENCES FOR VIOLATIONS

The University considers any violation of appropriate use policy, principles or guidelines to be serious offense and reserves the right to copy and examine any files or information resident on University systems allegedly related to inappropriate use. Violators are subject to disciplinary action including loss of all University computing privileges and possible criminal charges including civil damages. Offenders also may be prosecuted under various state & federal laws including (but not limited to) the Privacy Protection Act of 1974,The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication of 1989, Interstate Transportation of Stolen Property, and the Federal Electronic Communications Privacy Act. Access to the texts of these laws is available through the Reference Department of the Library. Violators may also cause the University to be liable to civil or criminal penalties.

KEY PERFORMANCE INDICATORS

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

- All software fully licensed
- All hardware used appropriately

RELATED DOCUMENTS

- Assignment of University Owned Personal Computers and Peripherals to University Employees
  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)

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
- Family Education Rights and Privacy Act of 1974;
  as amended (FERPA) 34 CFR Part 99; 20 U.S.C. 1232 g
  http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
- Copyright Act of 1976; 17 U.S.C. sec 101 et seq.
  http://www.loc.gov/copyright/title17/

RESPONSIBLE OFFICE

For further information please contact:

Department:	Department of Information Technology
Location:	Rossey Hall, Room 58
Telephone:	(201) 200-3350
Email:	it@njcu.edu