

# Baker University Information Technology Responsible Use Policy

## General Statement

Baker University's computing and network resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research, and service missions; of university administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the university community and between the university community and the wider local, national, and world communities.

The use of university computing and network resources is subject to the normal requirements of legal and ethical behavior within the university community. Although some limitations are built into computer operating systems and networks, those technical limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

## Applicability

This policy applies to all users of university computing and network resources, whether affiliated with the university or not, and to all uses of those resources, whether on campus or from remote locations.

The university may also take action relating to the use of university or non-university computer resources, either on campus or elsewhere, when such behavior may involve the commission of a crime or poses a danger to others.

## Eligibility

Eligibility is defined as follows:

<i>Information Technology Services</i>	<i>Who is eligible</i>
Email services including listservs and news groups	<ul style="list-style-type: none"><li>• All matriculated students.</li><li>• All faculty including faculty emeriti</li><li>• All staff</li></ul>
Web page authoring and storage	<ul style="list-style-type: none"><li>• All matriculated students.</li><li>• All faculty including emeritus faculty</li><li>• All staff</li></ul>
Standard Internet services including Web, Telnet, and FTP	<ul style="list-style-type: none"><li>• All matriculated students</li><li>• All faculty including emeritus faculty</li><li>• All staff</li></ul>
Use of computer labs	<ul style="list-style-type: none"><li>• All matriculated students</li><li>• All faculty including emeritus faculty</li></ul>

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	<ul style="list-style-type: none"> <li>• All staff</li> </ul>
Use of licensed software packages and databases (subject to license terms and copyright laws).	<ul style="list-style-type: none"> <li>• All matriculated student</li> <li>• All faculty including emeritus faculty</li> <li>• All staff</li> </ul>
Electronic library services including access to databases and resources restricted to the Baker community (subject to database license terms and copyright laws).	<ul style="list-style-type: none"> <li>• All matriculated students</li> <li>• All faculty including emeritus faculty</li> <li>• All staff</li> </ul>

### Policy on the Use of Baker University Computing Resources

1. **Users must comply with all federal, Kansas and other applicable law, as well as all generally applicable university rules and policies.** Examples of such potentially applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Computer Security Act of 1987, the the Computer Abuse and Misuse Act of 1986, the Electronic Communications Privacy Act, and Kansas Computer Crime; Unlawful Computer Access law #21-3755; the university's Student Handbook; the university's Faculty Handbook; and the university's Employment Policies Handbook for administrative and support staff. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users must be sure that the use of any downloaded material (including print, audio, and video) stored on university or personal computers is not in violation of copyright laws.
2. **Users are responsible for complying with the requirements of the contracts and licenses applicable to the software files and other data they install on University or personal systems.** Proof of legal licensing should be available upon request.
3. **Users may utilize only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. **Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the university** not even with family members or a partner.
4. **Users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.** Again, ability to access other persons' accounts does not, by itself, imply authorization to do so.
5. **Users must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.** The university may require users of bandwidth, disk space, CPU time, or other resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all the relevant circumstances.
6. **Baker computing and network resources and services may be used only by authorized persons for Baker University-related purposes, including those listed in the General Statement above.** These resources may not be used for other purposes except as authorized by

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Baker University. For example, the reselling of network services or other uses of computer resources for personal financial gain is not permitted. Use of computers and networks for personal purposes such as e-mail and web access is allowed, as long as it does not interfere with work responsibilities and does not place a burden on resources. Users may not run unauthorized servers off of the Baker network. Users are expected to respect the priority of university business and keep personal use to a minimum.

7. ***Individuals may not state or imply that they speak on behalf of the university and may not use university trademarks and logos without authorization to do so.*** Affiliation with the university does not, by itself, imply authorization to speak on behalf of the university. Authorization to use university trademarks and logos on university computing resources must be obtained prior to their use. The use of appropriate disclaimers is encouraged e.g. *"the thoughts expressed here are my personal opinion and do not represent the position of Baker University in any way."*

### Enforcement

The university may temporarily suspend or block access to an account, prior to the initiation or completion of an investigation, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Users who violate this policy may be subject to disciplinary action, and may be denied further access to university computing resources.

### Security and Privacy

The university employs various measures to protect the security of its computing and network resources and of their users' accounts. Users should be aware, however, that the university cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of university computing and network resources are not completely private. While the university does not routinely monitor individual usage of its computing and network resources, the normal operation and maintenance of the university's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. The university may also specifically monitor the activity and accounts of individual users of university computing and network resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to a web page; (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity; as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law.

The university, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel and/or state or federal law enforcement agencies and may use those results in appropriate university disciplinary proceedings or in litigation.

### Implementation and Revisions

Baker University Associate Vice President of Information Services is responsible for implementing this policy, in cooperation with the Administrative Council and the Director of Human Resources. The University has the right to change this policy as necessary; the Administrative Council will oversee and approve changes to the policy in consultation with the aforementioned groups and individuals. The final authority rests with the President.

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