 <p>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</p>	<p>BUSINESS POLICY AND PROCEDURE MANUAL</p>	Date Issued: 09/17	Revision Date: 12/23	Page: 1 of 3
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		Section: INFORMATION TECHNOLOGY		
		Subject: APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES		

GENERAL STATEMENT OF POLICY

The computing resources at Southeast Missouri State University support the educational, instructional, research, and administrative activities of the University. Access to these resources is a privilege extended to members of the Southeast community. Users of these services and facilities have access to valuable University resources, sensitive data, and internal and external networks. As a result, users must act responsibly, ethically, and in compliance with applicable laws. Colleges, departments, or units that grant guest access to information technology resources must ensure that guests are aware of the appropriate use policy.

In general, acceptable use involves respecting the rights of other computer users, maintaining the integrity of the physical facilities, and adhering to all pertinent license and contractual agreements.

1. Scope


This policy applies to all users of computing resources owned or managed by Southeast Missouri State University. Individuals covered by this policy include, but are not limited to, Southeast faculty, visiting faculty, staff, students, alumni, guests, agents of the administration, and external individuals and organizations accessing network services via Southeast's computing facilities.

Computing resources encompass all University-owned, licensed, or managed hardware and software, as well as the use of the University network through a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by central administrative departments, personally owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

2. Policy


1. Users of the University's digitized information resources are only authorized to use computational platforms, associated accounts, and digitized information within those platforms for which they have authorization.
2. Users of the University's digitized information resources shall not use another individual's account or attempt to capture or guess other users' passwords.
3. Users of the University's network and computing resources shall respect the privacy and personal rights of other users. Without written permission, users shall not access or copy another user's email, data, programs, or other files.

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4. Every individual user is responsible for appropriately using all assigned digitized information resources, including computer, network address or port, software, and hardware.
5. Users of the University's information resources must comply with contractual and license agreements regarding certain third-party resources when using them.
6. Every individual user shall make a reasonable effort to protect their respective passwords and to secure resources against unauthorized use or access.
7. Users must not attempt to access restricted portions of the network, an operating system, security software, or other administrative applications without appropriate authorization from the system owner or administrator.
8. Users must not make changes designed to negate security controls, such as changing assigned ports to nullify firewall rules, to any University asset.
9. Every individual user must comply with policies and guidelines for any specific set of resources to which the user has been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
10. Users with access rights to the University's information resources shall not use Southeast computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands intended to disrupt other computer or network users, damage or degrade performance, software, or hardware components of a system.
11. Users shall not use tools normally used to assess security or to attack computer systems or networks, such as password "crackers," vulnerability scanners, network sniffers, etc., unless a specific user has been authorized to do so by the Department of Information Technology.
12. All users shall abide by all federal, state, and local laws.
13. All users shall abide by all applicable copyright laws and licenses.
14. All users shall observe copyright law as it applies to music, videos, games, images, texts, and other media in both personal use and in production of electronic information.
15. Users shall not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software, and logos) unless they have a legal right to do so. Violations may result in disciplinary action, civil litigation, and criminal prosecution.
16. Users shall not engage in activities that are not consistent with the University's educational, research, and public service mission.
17. Users may be subject to monitoring as necessary based on reasonable cause to maintain the integrity of information resources and to comply with or verify compliance with federal and state law.
18. Violation of the Acceptable Use Policy may be subject to denial of access to University computer resources and other disciplinary action up to and including termination of employment.

3. Unacceptable Use

The following acts are considered unacceptable and are strictly prohibited:

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1. Users with access to University resources are prohibited from sharing passwords or any other authentication methods with any other person or party.
2. Users are prohibited from evading or attempting to assist another user in evading the security controls implemented by the University.
3. Users must not download or install any software on a University resource that may cause interference or disruption of the University network, unless there is a definitive and clear business case or academic use.
4. Students, faculty, and staff are prohibited from installing or making available a server on the Southeast Missouri State University network, regardless of the operating system or designated purpose, without obtaining written permission from the Assistant Vice-President of Information Technology.
5. Users are strictly prohibited from conducting any unauthorized internal or external scanning (Nmap, SuperScan, etc.) of the Southeast Missouri State University network and any attached resources.
6. Users must not conduct or participate in any activities that violate state or federal law or University policy, including using University resources to harass, bully individuals or make derogatory comments.
7. Users are strictly prohibited from using the University email system to distribute unsolicited or unauthorized electronic communications.
8. Users must refrain from engaging in excessive use of Southeast Missouri State University resources such as network capacity. It is important to note that excessive use refers to usage that is disproportionate to that of other faculty, staff, or students.

The Vice President for Finance and Administration is responsible for issuing and maintaining operating procedures that effectively implement this policy.