



## ITS POLICIES AND GUIDELINES

CATEGORY: Information Technology, Security, Privacy,  
Information Access & Management  
STATUS: In Review

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**POLICY TITLE:**            **Acceptable Use of Electronic Information Resources Policy**

**POLICY PURPOSE:**

Freedom of expression and an open environment to pursue scholarly inquiry and for sharing of information are encouraged, supported, and protected at Truman State University. These values lie at the core of our academic community. While some electronic information resources may be dedicated to specific research, teaching, or administrative tasks that would limit their use, freedom of expression must, in general, be protected. The University's policy of freedom of expression applies to computing resources.

Concomitant with free expression are personal obligations of each member of our community to use electronic information resources responsibly, ethically, and in a manner which accords both with the law and the rights of others. The campus depends first upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users.

As an institution of higher education, the University encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet.

Electronic information resources are provided to support the academic research, instructional, and administrative objectives of the University. These resources are extended for the sole use of University faculty, staff, students, and other authorized users to accomplish tasks related to the user's status at the University, and consistent with the University's mission.

**APPLIES TO:**

Anyone granted access to Truman State University data, systems or networks

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**CONTENTS:**

Use of University Resources  
Privacy  
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**POLICY STATEMENT:**

**Use of University Resources**

Use of University computing resources and facilities requires that individual users act in compliance with the University policies and procedures as detailed in *the Student Code of Conduct*, the *Staff Handbook*, and the *Faculty Handbook*. The University provides users with accounts that permit use of the electronic information resources and facilities within policies and procedures established by the University. Any person who uses University computing resources and facilities through University-owned equipment (such as public access

computers at the libraries and computer labs) is also a user and is permitted to use the computing\ resources and facilities within policies and procedures established by the University. Users do not own accounts on University computers, but are granted the privilege of exclusive use. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), University policies and procedures, and contractual agreements.

### **Privacy**

Because University electronic information resources are state-owned and maintained, the University has the responsibility to monitor, audit, and assure the proper use of those resources. Although the University supports a climate of trust and respect and does not ordinarily read, monitor or screen individual users' routine use of electronic information resources, it must monitor systems for misuse. The University, therefore, cannot guarantee the confidentiality, privacy, or security of data, email, or other information transmitted or stored on its electronic information. When University officials believe a user may be using electronic information resources in a way that may violate University Board of Governors policies or federal, state or local law, or the user is engaged in activities inconsistent with the users' University responsibilities, then system administrators may monitor the activities and inspect and record the files of such users(s) on their computers and networks, including word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software.

### **Intellectual Property**

All members of the University community should be aware that property laws apply to the electronic environment. Users must abide by all software licenses, University copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

### **Criminal or Illegal Acts**

Electronic information resources of the University, which include the hardware, software and network environment, shall not be used for illegal or criminal activities. Any illegal or criminal use of these resources will be dealt with by the appropriate University authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

### **Network Definition and Usage Policies**

The University network is defined to include any and all computer and electronic based communication facilities and/or equipment, which are owned or operated under the supervision of Truman State University. The University network is for use by authorized personnel affiliated with the University, consistent with, and in the course of, their official work, study, and/or research. Individual groups or projects within the University may adopt more restrictive network usage policies that apply to their subnetworks and personnel within their area. Acceptable and unacceptable uses of Truman computing resources including the campus network are outlined below.

*Note: this list is not all inclusive.*

#### **Acceptable uses:**

- Any use that is necessary to complete research and/or coursework as assigned by or to any university employee or student.
- Communication for professional development or to collaborate in research and education.
- As a means for authorized users to have legitimate access to remote facilities such as email, network resources, and/or Internet access.
- The publication of information via the Internet's World Wide Web (WWW), File Transfer Protocol (FTP), or similar techniques.
- Other administrative and/or academic communications or activities in direct support of University projects and missions.
- Limited personal use may be allowed when such use meets the following criteria; it does not interfere with University operations, it does not compromise the functioning of University network and computing resources, it does not interfere with the user's employment or other obligations to the University, and it does not violate any other University policy.

**Unacceptable Uses:**

- Any use deemed commercial or for-profit.
- Any use that is likely, intended, or by negligence causes unauthorized network disruption, system failure, or data corruption.
- Any use related to achieving, enabling, or hiding unauthorized access to network resources, Truman owned software, or other information belonging to Truman State University, either within or outside the Truman network.
- Any use related to sending/receiving electronic mail that includes, but not limited to, the following: solicitation or commercial use, forging any portion of an electronic mail message, spamming (bulk unsolicited email), or sending unwanted messages to unwilling recipients.
- Intentionally circumventing or building an unauthorized conduit through the University firewall with intentions of bypassing University network management and security devices.
- Use of another individual's identification; network, email or other university based account; and/or related passwords.
- Unauthorized transfer or entry into a file, to read, use, or change the contents; or for any other reason.
- Use of computing facilities or network resources to send obscene, harassing, abusive, or threatening messages or computer viruses or worms.
- Any use that violates Truman policies, procedures, and contractual agreements.
- Any use that violates local, state or federal laws.

**User Responsibility and Account Ownership**

Users may not allow other individuals to use their Truman assigned network, email, or other University-based account. Employees and students are individually responsible for the proper use of their assigned accounts, and are accountable for any activity associated with the account. Users are also responsible for the security of their assigned accounts. Users should take proper security measures to ensure the integrity of their accounts, and should also report any notice of unauthorized access.

**Additional Policies**

Truman State University is required by contract with MOREnet to abide by and therefore enforce their policies and procedures. See the **RELATED DOCUMENTS** section for more information on MOREnet policies and procedures.

**EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

Any exceptions to this Policy must be approved in writing by ITS (see contact information below).

**CONSEQUENCES:**

By failing to abide by this policy or policy procedures, individuals may be subject to sanctions, up to and including the loss of computer or network privileges, disciplinary action, suspension, termination of employment, dismissal from the University, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

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**CONTACTS:**

**Responsible Executive:** Provost and Vice President for Academic Affairs  
**Responsible Office:** Information Technology Services  
**Contact:** Chief Information Officer  
111 McClain  
660-785-4163

**APPROVED BY:** Truman State University President

**APPROVED ON:** XXXX

**EFFECTIVE ON:** XXXX

**REVIEW/CHANGE HISTORY:** May 22, 2002

**REVIEW CYCLE:** Annual

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**DEFINITIONS:**

**Electronic information resources** include any hardware or software intended for the storage, transmission and use of information as well as the digital content files that may be stored, transmitted, or used with hardware or software. This definition includes electronic mail, voice systems, local databases, externally accessed databases, CD-ROM, DVD, video, recorded magnetic media, digital movie or photographic files, or other digitized information. This also includes any wire, radio, electromagnetic, photo-optical, photo-electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

**RELATED DOCUMENTS:**

**MOREnet Acceptable Use Policy** <http://www.more.net/?q=content/service-policies>

**KEYWORDS:**