

Section 3

INFORMATION TECHNOLOGY APPROPRIATE USE

This policy establishes guidelines for the appropriate use of computer equipment, software and networks owned or operated by Kentucky Wesleyan College. Access to the College's information systems is granted to KWC students, faculty and staff with the stipulation that they follow these guidelines and abide by local, state and federal laws.

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

— *The EDUCOM Code* Copyright 1987 EDUCOM AND ADAPSO

3.1 Background and Purpose

This document constitutes a college-wide policy for the appropriate use of all Kentucky Wesleyan computing and network resources. It is intended to provide effective protection of individual users, equitable access, and proper management of those resources. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to those resources.

Access to Kentucky Wesleyan networks and computer systems is granted subject to College policies and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy, freedom of speech, and freedom from intimidation, harassment, and unwarranted annoyance. The College is not responsible for unacceptable or unethical use of the information technology environment including computer and computer networks or electronic communication system.

3.2 Appropriate Use

Appropriate use of information technology resources includes instruction; independent study; authorized research; independent research; and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Authorized use of Kentucky Wesleyan-owned or operated computing and network resources is consistent with the mission of the College, and consistent with this policy.

Authorized users are: Kentucky Wesleyan faculty, staff, and students.

In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Acceptable conduct in and use of this environment must conform with: existing College policies, guidelines, and codes of conduct; Kentucky Wesleyan's Web, Email, Intellectual Property and Information Resource Policies; and existing local, state and federal laws.

It is your responsibility to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information, and to continuously verify the integrity and completeness of information that you compile or use. You are

responsible for the security and integrity of College information stored on your individual computing desktop system.

In making appropriate use of information resources you **MUST**:

1. Protect your userID from unauthorized use. You are responsible for all activities initiated under your userID.
2. Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
3. Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting printer paper and other supplies.
4. Use the FACULTY, STAFF and/or STUDENT e-mail groups to communicate only college-related information, including notices about events, activities, sports competitions and general business/ academic information.

In making appropriate use of information resources you **MUST NOT**:

1. Use another person's files or data without permission.
2. Use computer programs to decode passwords or access control information.
3. Load software or data on the hard drive of any public access workstation.
4. Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
5. Make or use illegal copies of copyrighted software or computer files (including music and video files), store such copies on College systems, or transmit them over College networks.
6. Use mail or message services to harass, intimidate, or otherwise annoy another person.
7. Use any e-mail group to distribute chain letters.
8. Use the FACULTY, STAFF and/or STUDENT e-mail groups for socializing, personal comments, etc. NOTE: Individual addresses should be used for personal messages and communications.
9. Use another person's userID and password.
10. Place on any College-owned or operated system information or software which
 - a. infringes upon the rights of another person;
 - b. is abusive, profane, or obscene; or
 - c. promotes a commercial enterprise or product.

3.3 Confidentiality and Privacy

Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the system administrator. In general, the College will treat information stored on computers as confidential. However, there is no expectation of privacy or confidentiality for documents and messages stored on College-owned equipment. Additionally, email and data stored on Kentucky Wesleyan's network of computers may be accessed by the College for the following purposes:

- Troubleshooting hardware and software problems.
- Preventing unauthorized access and system misuse.
- Retrieving business related information.
- Investigating reports of violation of this policy or local, state or federal law.
- Complying with legal requests for information.

Rerouting or disposing of undeliverable mail.

To the greatest extent possible in a public setting, individuals' privacy should be preserved. However, privacy or confidentiality of documents and messages stored on College-owned equipment cannot be guaranteed. Users of electronic mail systems should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties.

3.4 Enforcement

Persons in violation of this policy are subject to the full range of sanctions, including the loss of computer or network access privileges without notification, disciplinary action, dismissal from the College, and legal action. Some violations may constitute criminal offenses, as outlined in Kentucky statutes and other local, state, and federal laws; the College will carry out its responsibility to report such violations to the appropriate authorities.

Unit heads have the authority to deny access, for unauthorized use, to Kentucky Wesleyan's computers and network systems under their control.

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