



ITS POLICIES AND GUIDELINES

CATEGORY: Information Technology, Security, Privacy,
Information Access & Management
STATUS: Interim Approved

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

POLICY PURPOSE:

Freedom of expression and an open environment to pursue scholarly inquiry and to share information are encouraged and supported at Truman State University. These values lie at the core of our academic community, and apply to the use of electronic information resources.

Concomitant with free expression are personal obligations of each member of our community to use electronic information resources responsibly, ethically, and in accordance with University policy, the law and the rights of others. 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.

The campus depends-upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users.

APPLIES TO:

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

CONTENTS:

Network Definition and Usage Policies
User Responsibility and Account Ownership
Use of University Resources
Privacy
Intellectual Property
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POLICY STATEMENT:

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 electronic information 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.
- 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. (It is recommended that a non-Truman email account be used for personal activity whenever possible.)

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, or spamming (bulk unsolicited email).
- 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.
- Any use that represents the interests of any non-University group or organization unless authorized by an appropriate University department.
- Any use that supports the nomination of any person for political office or to influence a vote in any election or referendum.

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.

Use of University Resources

Use of University electronic information 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 electronic information 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 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 electronic information 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

The University supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic information resources. However, complete confidentiality or privacy of data, email or other information transmitted

or stored cannot be guaranteed due to the nature of the medium, the need for authorized staff to maintain the systems, and the University's accountability as a public institution. The Provost or the Provost's designee may authorize access in a number of circumstances including, but not limited to, situations involving the health or safety of people or property; possible violations of University and Board of Governors codes of conduct, regulations, or policies; possible violations of state or federal laws; subpoenas and court orders; other legal responsibilities or obligations of the University; or, in the case of an employee, the need to locate information required for University business.

Intellectual Property

All members of the University community should be aware that intellectual 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 (see <http://copyright.truman.edu> for more information).

Criminal or Illegal Acts

Electronic information resources of the University, which include the data, 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.

Additional Policies and Guidelines

See the **RELATED DOCUMENTS** section of this policy for more information on **Guidelines for Incidental Use and Managing Personal Information**, copyright, and MOREnet policies and procedures. (Truman State University is required by contract with MOREnet to abide by their policies and procedures.)

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

Any exceptions to this Policy must be approved in writing by Information Technology Services (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.

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: 2021/4/19

EFFECTIVE ON: 2021/4/19

REVIEW/CHANGE HISTORY: 2011/02/03, 2002/05/02, 2010/07/01, 2011/02/03, 2013/11/12, 2017/12/6

REVIEW CYCLE: Annual

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>

University Copyright Policies and Documentation – <http://copyright.truman.edu>

Guidelines for Incidental Use and Managing Personal Information – <https://its.truman.edu/files/2021/04/IncidentalUseandPersonalInformationManagementGuideline.pdf>

KEYWORDS: