

University Policy 600.01 COMPUTER USE

Responsible Administrator: Vice President for Planning, Assessment and Information Services

Responsible Office: Office of Information Technology

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Policy Statement

Appropriate computer use is always ethical, reflects academic honesty and shows constraint in the consumption of shared resources. The use of computer systems and networks at Claflin University promote legitimate educational, research and administrative efforts in keeping with the University's role as an educational institution. Computer access imposes certain responsibilities and obligations and is subject to state and federal laws and to the University's policies.

Statement of Purpose

This policy addresses guidelines for computer use on the campus of Claflin University (including personal computers) and for computer property owned by the University. These guidelines are intended to protect the integrity of University information.

DEFINITION

- For the purpose of this policy, "Computer Use" is defined as the ability and means to store and retrieve data and/or the ability to communicate with or through use of the University's computer system. "University Computer Systems and Networks" are defined as all computers owned or administered by any part of Claflin University or connected to the University's communication facilities, including departmental computers, personal computers, or computers which access the University's network by anyone from anywhere.

Applicability

This policy is applicable to all administrators, faculty, staff, students, visitors and individuals outside of the university who use services that have been made available through the University.

PROCEDURES

The University has established general guidelines for the use of its computers. However, because these guidelines do not encompass many possible situations, it is ultimately at the discretion of University management to determine appropriate and inappropriate use of computer resources.

Appropriate computer usage includes (but is not limited to):

- Use consistent with the educational mission of the University.
- Use for purposes of, or in support of, education and research.
- Use related to the administrative and other support activities of the University.

Inappropriate computer usage includes (but is not limited to):

- Violating federal or state laws or University policies.
- Installing software unless specifically approved by the Office of Information Technology. (This would include software for which there is not a license.)
- Attempting to bypass system restrictions or tampering with system files or applications; unauthorized access to system files.
- Attempting to disrupt the integrity and operations of the system.
- Monopolizing computer resources, i.e., an individual using more than one computer at a time or spending an inordinate amount of time on a computer.
- Unauthorized copying or installation of copyright-protected materials.
- Wasting or overloading computer resources.
- Wagering or betting.
- Damaging, defacing, or theft of any computer hardware or software.

- Excessive recreational or non-academic use of computing resources by individuals as determined by University management.
- Display or viewing of material that is obscene or pornographic in nature as determined by University management.
- Using computers for commercial or profit-making purposes, for political purposes, or for personal benefit where such use incurs a cost to the university and is not academically related.
- Release of University information without proper authorization.

Computer use at Claflin University is a privilege, not a right. The University's Office of Information Technology reserves the right to monitor and check computers for inappropriate use to include the use of e-mail. Further, the Office reserves the right to limit or extend computer privileges and access to its resources. This includes the right to deny computer use to those individuals who have not complied with this Computer Use Policy. Any individual found to have violated this policy is subject to disciplinary action.

An individual who has questions about this policy should contact the University's Office of Information Technology.

