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What is SMUMN's Appropriate Use of Technology Policy?

APPROPRIATE USE OF TECHNOLOGY POLICY

Saint Mary's University of Minnesota recognizes that technology resources can be a means for intellectual, social, cultural growth, but said resources can also be a means for harassment and destructiveness. As a Catholic institution, the university has an obligation to encourage civility and respect in the use of technology resources. Consequently, members of the university community - students, faculty, and staff - are expected to exercise responsibility, operate technology resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of university policy and standards when using university technology resources.

The use of technology resources at the university is a privilege.

The university reserves the right to restrict the use of its technology resources and limit access to the same when faced with violations of federal or state laws or university policies or standards. The university reserves the right to inspect software, files, and materials stored on or transmitted by university technology resources. The university reserves the right to remove or limit access to material posted on or transmitted by its technology resources. Technology resources include the university's computing facilities, its electronic mail system, its voice mail system, and Internet access.

Responsibilities of Each Technology Resources User

1. Appropriate Use of Technology Resources
    1. Each user must use technology resources for the purposes for which they are intended. The university maintains technology resources for the purposes of conducting and fostering the instructional, educational, and research activities of the university as well as furthering the business interests of the university. Users will not use technology resources for commercial purposes or unauthorized financial gain. Users will not use technology resources for political purposes.
    2. Each user must use appropriate language when utilizing technology resources. Appropriate language is language that reflects the academic and institutional values of the university. Users will not send harassing, intimidating and/or threatening messages through electronic mail, voice mail or other means.

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3. Each user must use technology resources consistent with local, state, and federal laws. Users must comply with federal copyright law in their use of technology resources. Unless authorized by the software developer, users may not reproduce computer software or its related documentation. Users will only use computer software in accordance with license agreements, whether the software is licensed to the university or to them.

4. Each user must use technology resources consistent with the limited availability of said resources. Academic use will be the first priority for computing facilities. Users will not initiate or encourage the promulgation of chain letters, unauthorized automated or mass postings, or other types of unauthorized large scale distributions. Users will not use technology resources in a way that is wasteful of any resource, including processor, memory, disk storage or input/output resources.

5. Each user must respect the physical security of technology resources. Users will not create or release computer viruses or engage in other destructive or potentially destructive programming activities. Users will not disrupt the timeshare functions or network traffic by recklessly or intentionally overloading the system or otherwise deny or restrict the access of others. Users will not modify, alter or otherwise tamper with systems hardware or software unless explicitly authorized to do so. Users will not tamper with terminals, microcomputers, printers or any other associated university-owned equipment. Removal of computer equipment, disks, ribbons, paper or documentation from a computing facility, without authorization, constitutes theft. Users will be prosecuted accordingly.

6. Users of the university's technology resources assume full responsibility for their experiences. The university cannot and will not protect users against the existence or receipt of material that may be offensive to them except in cases of violation of the law or of university policy or standards, and then only when technically feasible. Individuals using technology resources are warned that they may willingly or unwillingly receive or discover material that they find offensive.

7. By using the university technology resources, User agrees to indemnify, defend (with counsel acceptable to the university) and hold harmless the university, its trustees, officers and employees against any and all claims for injury to person or damage to property (including claims of employees of User) associated with the User's use of the university's technology resources.

8. The university requires that users of technology resources demonstrate respect for others, respect for the university, and respect for the values of a Catholic Lasallian university when using technology resources.

2. Account and System Security

1. Users of the university's technology resources are responsible for any activity that takes place through their account. Accordingly, each user should:

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   1. Choose a secure password.
   2. Not disclose that password to others.
   3. Not share his/her account with anyone, without exception.
   4. Always log out of his/her account.
2. Users of the university's technology resources are responsible for maintaining a secure system environment. Accordingly, each user must:
   1. Immediately report security concerns to technology staff, an appropriate supervisor or an appropriate administrator.
   2. Not modify or attempt to modify any technology resources equipment or software.
   3. Not crash or attempt to crash technology resources systems.
   4. Not circumvent or attempt to circumvent system security measures or restrictions.
   5. Not access or attempt to access any unauthorized accounts, either internally or externally.
3. The university reserves the right to monitor the use of all the technology resources it provides or that are used within its jurisdiction or in its name. The university respects the privacy of users; however, users are advised that in an institutional setting, no absolute guarantee of privacy exists.
4. Technology staff will investigate the inappropriate use of technology resources and will take appropriate action for account and system violations whenever said staff is notified of or observes such inappropriate use.
5. The university will cooperate with local, state, and federal authorities investigating violations of local, state, or federal law involving technology resources of the university.

Recourse for Violations by Users

3. Investigations
   1. Alleged violations of this policy by students on the Winona campus will be investigated by the Office of the Vice President for Student Development or the Office of the Associate Provost, whichever office is most appropriate. Alleged violations of this policy by students on the Twin Cities campus and all other university campuses or delivery sites will be investigated by the dean of the academic area. The technology resources staff will assist in investigations, as appropriate.
   2. Inappropriate use of technology resources by students in the College on the Winona campus will be handled using the same disciplinary judicial process as is used for violations of the Student Handbook. Inappropriate use of technology resources by students of the Twin Cities campus and all other university campuses or delivery sites will be handled using the Grievance Procedure from the most recent Twin Cities Campus Catalog and Student Handbook. The use of technology resources may be suspended during an investigation if technology resources staff reasonably believes that the

inappropriate use of technology resources has occurred.
3. Alleged violations of this policy by employees will be investigated by the employee's supervisor. The supervisor will be assisted in the investigation, as appropriate, by the technology resources staff.
4. Inappropriate use of technology resources by employees will be handled using the disciplinary process outlined in the Employee Handbook, the Faculty Handbook, or the School of Graduate Studies and School of Special Programs Handbook, as appropriate.

4. Consequences
    1. If a student violates this policy, he/she may face sanctions up to and including expulsion from the university. A student may lose computing privileges as a sanction for violation of this policy.
    2. If an employee violates this policy, he/she may face sanctions up to and including termination from employment at the university.
    3. The use of technology resources to commit an act of academic dishonesty may subject a student to separate sanctions for academic dishonesty and for violation of this policy.
    4. Students and employees may face civil and criminal consequences, independent of action by the university, if their inappropriate use of technology resources violates local, state, or federal law.

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