Network and Computer Resource Acceptable Use Policy

Section 1: Introduction

[a] This policy is established to make users of Gonzaga University’s computing resources aware of their privileges and responsibilities.

[b] This policy is established to maximize the value of those resources to the university community while permitting maximum freedom of use consistent with law, the University’s mission statement, the Student Handbook, the Personnel Policies and Procedures Manual, the Faculty Handbook, and a productive environment. Any use of Gonzaga University computing resources which violates policies contained in these manuals and handbooks also violates this policy; nothing in this policy shall contradict existing University policy.

[c] Violation of this policy can result in reprimand, reduction or loss of computing privileges, and/or referral to University authorities for disciplinary action. Violation of law may result in referral to appropriate authorities.

[d] This policy provides general guidelines regarding the use of GUnet. Refer to http://www.gonzaga.edu/its/aup/ for specific examples of acceptable and unacceptable uses of GUnet as defined by this policy.

Section 2: Definitions

[a] GUnet -- the physical network media and the attached computers and software owned or controlled by the University. GUnet includes ZagNet, the student network connecting the residence halls to the campus network.

[b] Internet -- the global computer network composed of millions of computers and thousands of networks.

[c] Logged on -- connected to a service with a non-public user identification (e.g., personal account).

[d] Resource -- any computing device, peripheral, software, or related consumable (e.g., paper, disk space, central processor time, network bandwidth) owned or controlled by the University.

[e] Service -- any software that makes a computer’s files or other locally stored information available for use by another computer or facilitates the transfer of data between two remote computers. Services include, but are not limited to, web, file, and e-mail server software.

[f] Spam -- unsolicited mass e-mail for the purpose of advertising a service, personal gain, or other inappropriate use.

Section 3: General Usage Statement

[a] Network and computing resources at the University are provided primarily to support the mission of the University. Users may occasionally use GUnet for personal needs as long as such use is consonant with established University policy and does not inhibit academic or administrative use of GUnet.

[b] The University cannot provide, and will not be responsible for, software kept on personally owned computers, nor are they responsible for the installation, repair, maintenance or upgrade of personally owned hardware.

[c] Users should not leave a computer logged on if the user will be away from the computer for an extended period of time (e.g., two hours) or the computer is in an unsecured area. Data on local hard drives should be secured either through password protection or physical security (e.g., locked office) when the user is not present.

[d] Personal accounts are private and should not be shared with others.

[e] The use of University resources, including GUnet, for political gain or exclusive personal gain shall not be permitted.
The University may restrict the use of computing and network resources. This includes blocking spam messages and deleting user files and mail to conserve disk space on University owned computers.

Employees, students, and other authorized users may post electronic documents and images (e.g. web pages) for public access provided that those documents conform to policies contained within the documents listed in Section 1(b) and United States and international copyright law.

Section 4: Unacceptable Uses

(a) Using GUnet for any unlawful activity.

(b) Sending spam or creating or retransmitting chain e-mail messages.

(c) Sending e-mail from another user’s account.

(d) Altering the header of an e-mail message to prevent the recipient from determining the actual sender of the e-mail.

(e) Logging into or using any computer account or accessing, modifying, or creating any files without the account owner’s permission.

(f) Introducing new services or resources (e.g., personal web server) or altering existing services or resources (e.g., registering personal domain name) on GUnet without the approval of Information Technology Services.

(g) Transmitting, without authorization, information proprietary to the University or information that could be construed as a statement of official University policy, position, or attitude.

(h) Distributing information encouraging the patronage of network sites containing material prohibited by policies contained within the documents listed in Section 1(b).

(i) Wasting resources such as print services, disk space, and network bandwidth.

(j) Intercepting network traffic without authorization.

(k) Using GUnet for any activity that results in degradation of University provided services, denies services to other GUnet users, or jeopardizes the security or capabilities of GUnet.

Section 5: Privacy

(a) Under ordinary and normal circumstances, a user’s computer files -- including electronic mail -- are considered private. In order to correct system problems or investigate misuse of resources, it may be necessary for system administrators to examine users’ files (including e-mail and network traffic). In such cases, user privacy will be respected to the extent possible consistent with University policy and the law.

(b) Personal web pages and e-mail addresses may be listed on University directories unless the user specifically requests that this information be kept confidential.

Section 6: Agreement

(a) I understand that access to GUnet is a privilege and not a right. I acknowledge that failure to conform to this policy statement may result in revocation of my GUnet account(s) and/or network access. Furthermore, disciplinary action consistent with University policy may be taken by the appropriate University officers (e.g., Student Life, Department Chair, supervisor) and illegal activities may be referred to the appropriate authorities.

(b) I understand the above stated conditions for accessing GUnet and the Internet, and I agree to abide by these terms and conditions. I understand that certain material found on the Internet is offensive to some people and that I access the Internet of my own free will. Furthermore, I request access to Gonzaga University computing resources and/or an account on GUnet.

________________________________________________________________________________________________________
Name of user (printed)

________________________________________________________________________________________________________
Signature of user  Date