 <p>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</p>	<p align="center">BUSINESS POLICY AND PROCEDURE MANUAL</p>	Date Issued:	Revision Date:	Page:
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		APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES		

GENERAL STATEMENT OF POLICY

The computing resources at Southeast Missouri State University support the educational, instructional, research, and administrative activities of the University and the use of these resources is a privilege that is extended to members of the Southeast community. Users of these services and facilities have access to valuable University resources, to sensitive data, and to internal and external networks. Consequently, users must behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements.

1. Scope


This policy applies to all users of computing resources owned or managed by Southeast Missouri State University. Individuals covered by the policy include (but are not limited to) Southeast faculty and visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals and organizations accessing network services via Southeast's computing facilities.

Computing resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.


These policies apply to technology administered in individual departments, the resources administered by central administrative departments, personally owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

2. Policy

- A. All users of the universities digitized information resources shall only use the computational platforms, accounts associated within such platforms, and the digitized information within those platforms for which they have authorization.
- B. All users of the universities digitized information resources shall not use another individual's account, or attempt to capture or guess other users' passwords.
- C. All users of the university's network and computing resources shall respect the privacy and personal rights of other users of the university's network and computing resources. Do not access or copy another user's email, data, programs, or other files without their written permission.

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- D. Every individual user shall be responsible for appropriate use of all digitized information resources assigned to the user, including but not limited to the computer, the network address or port, software and hardware.
- E. An individual user of the university's information resources shall comply with contractual and license agreements respecting certain third-party resources when using such resources.
- F. Every individual user of the university's information resources shall make a reasonable effort to protect their respective passwords and to secure resources against unauthorized use or access.
- G. An individual user of the university information resources must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- H. Every individual user must comply with the policies and guidelines for any specific set of resources to which the user has been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- I. An individual user with access rights to the university's information resources must not use Southeast computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- J. An individual user of the university's information resources shall not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless a specific user have been specifically authorized to do so by the Department of Information Technology.
- K. All users of the university's information resources shall abide by all federal, state, and local laws.
- L. All users of the university's information resources shall abide by all applicable copyright laws and licenses.
- M. All users of the university's information resources shall observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information.

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- N. An individual user of the university’s information resources shall not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless the user has a legal right to use, copy, distribute, or otherwise exploit the copyrighted work the violation of which may provide the basis for disciplinary action, civil litigation and criminal prosecution.
- O. All users of the university’s information resources shall not indulge in prohibitive activities that are not consistent with university’s educational, research and public service mission
- P. All users of the university’s information resources shall be subject to monitoring as necessary based on reasonable cause to maintain integrity of the information resources, to comply with or verify compliance with Federal and State Law.
- Q. Violation of the Acceptable Use Policy may result in denial of access to University computer resources, and other disciplinary actions provided or authorized by Southeast Missouri State University.

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.