

Date and Version: 2/10/16  
Handbook Section: Chapter 6 (All): Information Technology (Policy)  
Proposed Change: Repeal FS Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14; Replace with FS Bill 16-A-XX [Insert Date]  
Source of Bill: Faculty Senate Documents Committee

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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 16-A-5**

Approved by the Faculty Senate  
February 24, 2016

**BRIEF SUMMARY:** This bill specifies the policy portion of *Faculty Handbook* Chapter 6: Information Technology.

This bill repeals Faculty Senate Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on campus.

**“COMPUTER USE ON CAMPUS” TO ESTABLISH A POLICY SECTION**

**BE IT RESOLVED THAT:** subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, Chapter 6 of the *Faculty Handbook* be amended by replacing the existing content with the following:

1 **Chapter 6: Information Technology**

2 **Policy**

3 **A. Computer Use on Campus**

4 *Faculty Senate Bill 16-A-5 begins here.*

5 **Use of Southeast Personal Computer Keys**

- 6 1. Access to University-provided data processing resources is controlled by the issuance of  
7 personal identification codes. An employee or student receiving a personal identification  
8 code assumes responsibility for all computing activity performed under that code  
9 (whether he or she personally performs the activity or not).  
10 2. Computer facilities made available by personal identification code should only be used to  
11 conduct University business (either job- or class-related activities).  
12 3. Use of personal identification codes may not be transferred to another person or group.  
13 No person or group other than the person to whom it was issued may use that person’s  
14 code.

15 **Use of Computer Facilities**

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## 16 User Priorities

17 According to the [Business Policy and Procedure Manual: Information Technology and](#)  
18 [Networks](#), “Access to information technology and network systems owned, operated or leased by  
19 Southeast Missouri State University is given for the sole purpose of supporting the University’s  
20 education, research, and service mission. Users of the University’s information technology and  
21 network systems are responsible for using the systems in a manner consistent with this mission  
22 and in compliance with local, state, and federal laws, MORENET regulations, and all policies  
23 and procedures of the University.”

24  
25 Registered guests are permitted to use university computer facilities according to established  
26 Information Technology procedures. (See Procedures section of Chapter 6).

## 27 Restrictions

28 Persons below high school age are not permitted to use university computer facilities unless  
29 registered with a temporary guest login.

30 Under no circumstances are users permitted to duplicate copyrighted programs on University  
31 equipment.

32 Users are not permitted to alter computer hardware or change hardware configurations in  
33 University computer laboratories.

34 Theft, or deliberate destruction of University equipment (i.e., hardware, software, manuals, etc.)  
35 will be reported to the Department of Public Safety; users will be held financially liable for the  
36 replacement cost of lost or stolen resources.

## 37 University Inspection of Personal Electronic Information

38 According to Section 5 of the [Information Technology and Network Systems Acceptable Use](#)  
39 [Policy and Procedures](#), “Electronic information on University networks or equipment, including,  
40 but not limited to, electronic mail and personal information, is subject to examination by the  
41 University where:

- 42 1. It is necessary to maintain or improve the functioning of University computing resources
- 43 2. There is a suspicion of misconduct under University procedures, or suspicion of violation  
44 of Federal or State laws or
- 45 3. It is necessary to comply or verify compliance with Federal or State law”

## 46 Software Copyright Policy

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47 According to the [Southeast Missouri State University Copyright Manual](#), “Southeast Missouri  
48 State University respects the rights of copyright holders and the copyright laws, and recognizes  
49 that in an electronic age copyrighted works are particularly vulnerable to misuse and unintended  
50 further distribution.... [The Copyright Manual provides] a summary of current interpretations of  
51 U. S. Copyright law as it relates to the use of copyright-protected works in the classroom and  
52 library at the University, and to provide guidelines and procedures for obtaining copyright  
53 permissions to use these works.... As such, it offers information and clarification about  
54 compliance with relevant portions of the United States Copyright Act, U.S.C. Title 17.”  
55 ([Copyright Manual](#), p. 4).

56 Persons loading software on any University computer must adhere to all licensing requirements  
57 for the software, except where allowed by University site licenses. Copying software licensed to  
58 the University for personal use is a violation of the University Acceptable Use Policy.  
59 ([Acceptable Use Policy](#), Guideline #3).

## 60 **Use of Academic Servers**

61 Faculty retain the right of access and control over their intellectual property hosted on academic  
62 servers (any servers for teaching and learning online) subject to MORENET regulations,  
63 including:

- 64 1. Access to the Learning Management System for professional duties, including teaching,  
65 research, and student advising
- 66 2. Ownership and control over personal intellectual property hosted on academic servers
- 67 3. Due process in the event of account or access closure, including notification and  
68 sufficient time to remove any personal data from academic servers
- 69 4. Confidentiality in development of projects, research, promotion and tenure documents, or  
70 other legitimate faculty interests

71 The principles of academic freedom extend in their entirety to the online environment.

72 *Faculty Senate Bills 85-A12, 88-A-12, 88-A-13, and 88-A-14 are hereby repealed February 24,*  
73 *2016.*

74 *Approved by Faculty Senate, Bill 16-A-5 February 24, 2016, Reviewed by President August 9,*  
75 *2016, Approved by Board of Regents September 9, 2016.*

<b>Action</b>	<b>Date</b>
Introduced to Senate	2/10/16
Second Senate Meeting	2/24/16
Faculty Senate Vote	2/24/16
President's Review	8/9/16
Board of Regents Approval	9/9/16

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