

Date and Version: 2/10/16
Handbook Section: Chapter 6 (All): Information Technology (Procedures)
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

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-6

Approved by the Faculty Senate
February 24, 2016

Brief Summary: This bill specifies the procedures 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85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on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 PROCEDURES SECTION

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

1 **Chapter 6: Information Technology**

2 **Procedures**

3 **A. Computer Use on Campus**

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

5 **Use of Personal Computer Access Codes (Southeast Keys)**

6 The personal identification code used to access university-provided data processing resources is
7 referred to as a Southeast Key. The Department of Information Technology recommends that
8 users change their Southeast Key passwords at least every six months. Passwords should not be
9 displayed openly in written material

10 **Use of Computer Facilities**

11 Users agree to comply with all guidelines and restrictions outlined in this Chapter and the
12 [Information Technology and Network Systems Acceptable Use Policy and Procedures](#). Violation
13 “may result in denial of access to University computer resources and other disciplinary actions

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14 provided or authorized by Southeast Missouri State University.” (Acceptable Use Policy Item
15 #8)

16 Guest use of computer facilities provides a secure connection to the Southeast LAN and WiFi
17 network. For a guest account, a temporary username and password must be requested of the
18 Information Technology Department by a Southeast Missouri State University academic or
19 administrative unit. The responsible academic or administrative unit is required to obtain and
20 retain current identifying information about the guest user before allowing guest access.
21 Accounts are set to expire after 1-10 consecutive days, depending upon the request. The
22 sponsoring department is responsible for providing the account and password to the guest. All
23 guests must abide by the [Information Technology and Network Systems Acceptable Use Policy
24 and Procedures](#)

25 **Software Copyright Procedures**

26 Southeast Missouri State University does not condone any illicit use of software. What
27 constitutes licit use depends upon the individual software licensing agreement. Negotiation of
28 liberal site licensing agreements with vendors is encouraged.

29 Generally speaking, the following will be considered to be lawful use of software by someone
30 who owns the license to a copy of computer software:

- 31 1. Configuring the software and making other reasonable modifications specifically
32 designed to fit the software to the user's needs. (Note: In some instances, such action may
33 void any warranty on the software.)
- 34 2. Configuring the operating systems and installing and configuring software on a faculty
35 member's office devices to fit the user's needs as allowed by manufacturer and license
36 agreements.
- 37 3. Using the software on only one machine at a given time.
- 38 4. Selling or giving the original copy and documentation to another, provided that the
39 transferor keeps no copies whatsoever of either the software or documentation and
40 provides the transferee only the original copies. (This assumes that the copy of the
41 software is owned by the transferor rather than borrowed or leased.)

42 The following are actions that are considered illicit and may subject the actor to sanctions by the
43 University:

- 44 1. Providing copies of copyrighted or licensed software to others while maintaining copies
45 for one's own use unless there is a specific provision in the license allowing such activity.
46 The activity is forbidden even if the software is provided without cost for an educational
47 purpose.

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- 48 2. Using software or documentation known to have been obtained in violation of the
49 copyright law or a valid license provision. Use of a copy of a copyrighted program
50 obtained from another party for which no license exists that allows such a transfer will be
51 presumed to be knowing, and the burden of demonstrating that the use was innocent will
52 rest with the user.
53 3. Using a copyrighted program on more than one machine at the same time, including use
54 on a campus network or multiple workstations accessing the same copy of the program
55 unless a specific license provision permits such activity.

56 *Approved by Faculty Senate, Bill 16-A-XX [Insert Date]*

57 *Approved by Board of Regents – [Insert Date]*

Action	Date
Introduced to Senate	2/10/16
Second Senate Meeting	2/24/16
Faculty Senate Vote	2/24/16
President's Review	
15 Day Review	
Posted to Faculty Handbook	