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|   | Section:<br><br>FACILITIES & SERVICES |                |                                   |
| Subject:<br>INFORMATION TECHNOLOGY AND NETWORKS             |                                       |                |                                   |

GENERAL STATEMENT OF POLICY

Access to information technology and network systems owned, operated or leased by Southeast Missouri State University is given for the sole purpose of supporting the University's education, research, and regional service mission. Users of the University's information technology and network systems are responsible for using the systems in a manner consistent with this mission and in compliance with local, state, and federal laws, MORENET regulations, and all policies and procedures of the University. The operating procedures to implement this policy shall be issued and maintained by the Vice President for Finance and Administration.



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OPERATING PROCEDURES

1. **Purpose** - This set of University-wide procedures and guidelines is intended to ensure the appropriate use of all Southeast Missouri State University computer, telecommunications, and network systems, to protect the integrity of these systems, to provide equitable access for all users, and to promote proper management of the systems.
  
2. **Scope** – University policy, procedures and guidelines for information technology and network system usage apply to all users of the system, including students, faculty, and staff, and to any other individuals or groups granted access to the University information technology and network system. The University information and technology network systems includes, but is not limited to, all personal computers, peripherals, software, personal digital assistants, networking devices, servers, minicomputers, workstations, telephones, computer and communication facilities owned, leased, operated, or contracted by the University.
  
3. **General Statement on Institutional Access and Primacy** - Authorized agents of the University may access and review any files, records, usage logs, or other sources of information on the University’s information technology and network system necessary to assure the proper functioning of the University. Authorization of access will comply with rights to privacy, such as those defined in HIPPA and FERPA regulations and follow Human Resources policies and procedures. Typically access will be made under due cause and only when access is required to comply with local, state, or federal laws; or to determine whether usage inconsistent with the University’s Information Technology and Network Systems policies and procedures has occurred; or to protect the integrity of information technology and networking systems; or in the course of an investigation regarding compliance with other University policies and procedures. Such access will be logged and regularly audited to assure reasonable protection of the rights of users.
  
4. **General Statement on User Responsibilities** – With the privilege to use the information technology resources of the University come specific responsibilities and expectations. Users of the University’s information technology and network systems should respect the rights of other users; comply with local, state, and federal laws; adhere to all University policies and procedures, such as those governing intellectual property and sexual harassment; and avoid practices that compromise the University’s information technology resources. Specific responsibilities and expectations are detailed in the following procedures.
  
5. **University Inspection of Personal Electronic Information** – Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:
  - A. It is necessary to maintain or improve the functioning of University computing resources.



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- B. There is a suspicion of misconduct under University procedures, or suspicion of violation of Federal or State laws or
  - C. It is necessary to comply with or verify compliance with Federal or State Law.
6. **Acceptable Use Guidelines** – Users of the University’s information technology resources are expected to:
- A. Respect the intellectual property rights of authors, contributors, and publishers in all media.
  - B. Protect user ID, password, and system from unauthorized use.
  - C. Adhere to the terms of software licenses and other contracts (Persons loading software on any computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy).
7. **Prohibited Uses of University Computer Resources** –
- A. Unauthorized use (for example, modifying the network) or excessive personal use (for example, use that overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks).
  - B. Uses that interfere with the proper functioning of the University’s information technology resources.
  - C. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
  - D. Attempting to gain or gaining unauthorized access to the computer system, or files of another.
  - E. Use of University computer resources to infringe the intellectual property rights of others.
  - F. Use of University computer resources for personal profit as defined under MORENet regulations.
8. **Enforcement of Acceptable Use Policy** – 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.
9. **Links to Related Procedures** - MORENet: <http://www.more.net> & Mobius: <http://mobius.missouri.edu>