

## Internet and Network Use Policy

**Internet as a digital library** - The Internet is an information resource provided to the faculty, staff and students of Lander University by the University. It has been referred to as, in part, a vast digital library. Use of this resource should be consistent with the philosophy, goals, and objectives of the University as an educational and socially responsible institution within the community. The following statements, extracted in part from the American Library Association's Bill of Rights, bear on both our rights and our responsibilities as members of the academic and local community.

**Intellectual Freedom: Rights and Responsibilities** – Lander University recognizes the right of all users to access resources of their choosing. Internet resources are available for the interest, information, and enlightenment of the Lander University community and information will not be proscribed, censored, or removed by the University because of partisan or doctrinal disapproval. However, Internet users at Lander have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Monitors and printers in public areas, such as open access computer labs and offices which may be shared by more than one person, should not be used to display or print materials that might be defined as harassing or obscene. These types of behavior will be determined by the Lander codes of conduct and by accepted community standards. Users are reminded that any state and federal laws dealing with these or related matters apply to Lander facilities and are encouraged to use good judgment.

Because it is impossible to address all possible situations that might arise, it is expected that users will behave in a reasonable, responsible, courteous, and professional manner. Failure of this document to address inappropriate behavior does not imply that such behavior is sanctioned or that a loss of privileges will not result. Remember, when you use the Internet you are representing Lander University throughout the world.

These guidelines are subject to change. It is the user's responsibility to keep up with changes. Changes in policy will be reported on this web page, in daily announcements and by email on the system. It is the user's responsibility to read all such announcements from the system.

As with any university facility, commercial use is strictly prohibited.

### 1. Acceptable/Unacceptable Uses

The following material, while not exhaustive, will attempt to clarify some acceptable and unacceptable uses of this resource. Users who abuse their privileges may have the privileges revoked. Users must not violate National Science Foundation, Sprint, or Lander University Internet use policies. Questionable usage is prohibited until specifically approved.

#### 1.1.1 Usage consistent with Law

Users of Lander University computing resources are expected to use these resources in accordance with federal, state and local laws. The university will cooperate fully with authorities during the investigation of any incidence.

#### 1.1.2 Copyright Law

Respect the legal protection provided by copyright and license to programs and data. Unless you have written a program yourself, you do not have the right to make and distribute copies of programs without specific permission of the copyright holder.

Section 117 of the 1976 Copyright Act, and all revisions thereafter enacted protects software programs. Federal copyright laws protect most software applications used at Lander.

Educational institutions are not exempt from these laws. Software is also protected by the license agreement between supplier and purchaser.

Software provided by Lander can only be used on the computer equipment specified in the software license. It is against University policy to copy or reproduce any licensed software on University computing equipment, except as expressly permitted by the software license. Public domain software is available.

Users may not use unauthorized copies of software on University owned computers or on personal computers housed in University facilities. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of Lander University.

For further information relating to the copyright policies of Lander University, refer to the Lander University Policy on Copyrighted Material located in the library, and on-line at:  
<http://www.lander.edu/About-Us/Policies/Copyright-Policy.aspx>

## **1.2 Privacy and Integrity of Individual Accounts**

It is against policy to use another person's account (even if permission is granted) unless it is a special group account, which has been authorized for group use by the computer center or the appropriate department or school.

The unauthorized use of another user's account, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited.

It is against policy to attempt to discover another user's password.

Programs and files are confidential unless they have explicitly been made available to other authorized individuals. Technical support personnel reserve the right to access users' files when necessary for the maintenance of system integrity and other users' security.

## **1.3 Electronic Mail**

Users that are provided university email accounts are expected to use and manage their account appropriately. Acceptable uses of electronic mail include subscriptions to List Servers, professional communications, notices of university activities and personal correspondence.

All electronic transmissions (Email) are subject to being read by system personnel, in our case, the administrator of the Email server. This is not a "routine" activity and will usually be prompted by reports of misuse of Email. This pertains to Lander email servers since we have no control of email servers not maintained by the university.

Electronic mail is **not** to be used for chain letters, "pyramid schemes" or for any type of harassment. ITS will cooperate as much as possible with law enforcement personnel in investigation of complaints.

All electronic transmissions are always identified by a Lander University account number. You directly and indirectly represent the University. Conduct all electronic transmissions with this in mind. Users are advised to use proper network etiquette or netiquette when sending Email.

***Please refer to the official Student email use policy or Faculty/Staff email use policy for additional information***

## **1.4 System Integrity and Security**

Computer facilities and accounts are owned by the University. All access to central computer systems, including the issuing of passwords, must be approved through appropriate channels. All access to divisional or school computer systems must be approved by the chair/dean or an authorized representative.

Users are not to loan their account information to family and friends as a means to provide network/internet access to individuals that are not employees or students of the University. Employees and Students may be held liable for any damages or losses incurred by such usage.

Users are not to use any type of packet capturing software on the campus network. The use of such software is restricted to the academic classroom, or troubleshooting efforts and diagnostic functions of ITS.

Users are not to use University computing resources to inflict damage on other systems either on campus or off campus. Users are not to use University computing resources to launch attacks of any nature on other systems most prevalent of which are, but not limited to, DoS (Denial of Service) attacks against other users, systems or agencies. Loopholes in computer system security or knowledge of a special password are not to be used to gain access to, or cause damage to any computer system, for any reason. Exploitation of such loopholes is also not to be used for personal gain (defined as obtaining extra resources, taking resources from another user, or gaining access to systems or using systems for which proper authorization has not been given). Activity of this nature maybe criminally prosecutable, when reports of such abuse are brought to the attention of the University they will be investigated, and any evidence will be provided to the proper authorities.

Users are not to use University provided computing equipment to establish file sharing services that are not of an official nature. These types of services include but are not limited to the types of files sharing services provided by programs such as Napster, iMesh, BearShare, Kazaa, etc. Services of this nature have been documented as disrupting computing services for entire departments.

Users are not to implement any type of computer server (including: but not limited to: list servers, chat servers, email servers, DNS servers, ftp servers) without consulting with ITS. These types of servers may be in direct conflict with other University provided services, and could cause disruptions in service for the entire campus.

Computing and Network facilities are not to be used for the personal profit of the end user, except in the performance of consulting services related to their academic specialty and prior approval has been granted.

Users should take great care to avoid spreading viruses, "logic bombs," or similar destructive agents on the system. Such problems are especially likely to be found in files on floppy disks or files that may be downloaded from the Internet or other computer networks. Deliberate or grossly negligent introduction of destructive agents into the system will result in revocation of user privileges.

## **2. Non-essential use**

All computing resources at the university are the property of Lander University and/or the state of South Carolina. As such, all systems should be used in manners consistent with the performance of users' job functions for the university.