

**PURPOSE: TO DEFINE THE NETWORK RESPONSIBILITY POLICY FOR EMAIL AND INTERNET USAGE.**

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Email is the official internal means of communication for faculty, staff and students. This means that all students will communicate to faculty and staff using their Brenau-issued email address, and faculty and staff will communicate with students using their Brenau-issued email address. The only exception to this policy is the Admissions Office when communicating with prospective students who have not yet received a Brenau-issued email address.

Computing and networking resources are provided to students, faculty and staff at Brenau to be used for a wide variety of purposes. Access to these resources is a privilege and not a right. These network resources are for the general benefit of the Brenau community and are continually updated and maintained to provide an environment that is consistent with the educational goals of the University. These resources are limited, and how each individual uses them may impact the work of other members of the community and beyond, as our campus network is connected (through the Internet) to other networks worldwide.

It is important that everyone be aware of his or her individual obligations and of what constitutes proper use and behavior. The Computing Ethics and Network Responsibilities are published as a part of the various student handbooks, the faculty/staff handbook, and other publications of the University. Because of the rapid evolution of computing and information networks, the University reserves the right to modify the text of these policies. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations.

In general, common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. You should respect the privacy of others and use computing resources in a manner that is consistent with the instructional and research objectives of the University.

The behaviors which can create problems in a networked computing environment fall into several categories. This list (below) of responsibilities should provide users with a good idea of what constitutes illegal or unethical on-line behavior. Everyone should note that computer users are governed by federal and state laws and University policies and standards of conduct. Violations of these rules or, indeed, any disruptive situation (in which a person's behavior or behavior generated on machines, accounts, or file space under that individual's control, creates a disruption of service to our clients) may be met by suspending access and services to the responsible parties and may also result in disciplinary action. When there is reason to believe that illegal activities or significant infractions of our rules have occurred or are continuing, staff may monitor a suspected individual's computer files and activities. When necessary, the University may request the assistance of a law enforcement agency. It is not for the computing services staff to judge whether any request from a law enforcement agency to investigate suspected illegal activities affords due process and is of appropriate jurisdiction. The general practice is to defer such requests to the appropriate University vice president.

#### **A. BREAK-INS AND TAMPERING:**

1. You may not attempt to gain access to computer systems (on or off campus) for which you have not been granted access.
2. You may not deliberately attempt to disrupt the performance of a computer system or a network, on or off-campus.
3. You may not attempt to 'break' system security.
4. You may not reconfigure computer systems to make them unusable for others.

5. You may not attempt to destroy or alter data or programs belonging to other users.
6. You may not modify residential computing network services or wiring or extend those beyond the area of their intended use. This applies to all network wiring, hardware, and cluster and in-room jacks.

B. THEFT (including licensure and copyright violations):

By the copyright laws of the United States and most other nations, virtually all information in computer files is copyrighted. (See further description under Copyright Reminders, below.)

1. You may not install commercially licensed software unless you have a valid license for that software.
2. You may not copy or redistribute software or other information which is copyrighted. By recent changes of the US law, software piracy is a felony.
3. You may not attempt to override copy protection on commercial software.
4. The ability to find and read information on computer systems does not mean that the information is in the public domain. Having the ability to read does not necessarily grant the right to copy or redistribute. Nor, even, in the case of certain information on the Internet, does ability to read mean that permission to read has been lawfully granted. Certain information, such as GALILEO, is licensed to be read by the Brenau community, though this does not grant the right to redistribute this information.

C. EAVESDROPPING AND VIOLATIONS OF PRIVACY:

All information on a computer system belongs to somebody; some of it may be private or personal information; some may consist of confidential information, trade secrets, or classified material.

1. If you have not been given direct permission to read or access another person's file, you may not try to do so.
2. Brenau-specific or commercially obtained network resources may not be retransmitted outside of the University community. Examples include: CINAHL, ERIC or other commercial information services available from the Brenau Trustee Library, and private student-related information.

D. INDIVIDUAL RESPONSIBILITY AND ARCHIVING:

1. Information stored by individuals on network servers, including e-mail, is the responsibility of the individual.
2. Computer services provide backup for the e-mail and file servers only to the extent needed to restore services in case of a network failure.
3. Periodic removal of excess and/or inactive files and accounts may be done to preserve available resources for current users.

E. FORGING, PASSWORD SHARING, PASSWORD STEALING:

1. You may not attempt to impersonate another individual by sending forged information such as e-mail, including spam (bulk unsolicited mail).
2. Never give your password to anyone - including the Helpdesk. Scammers regularly send "phishing" emails to users trying to trick them into divulging passwords. Please be sure you are on an official Brenau website before entering any login information.

3. You may not seek to determine another person's password, through cracking, decryption, interception or other means.

#### F. ANNOYANCE AND HARRASSMENT:

Brenau University has written standards of conduct which seek to preclude annoyance and harassment by members of the Brenau University community (students, faculty, and staff).

1. You may not use computing to violate the University's standards of conduct.
2. You may not distribute electronic chain letters or spam. These not only serve as annoyance, but can severely disrupt computing and network performance.

#### G. NEGLIGENCE AND MISUSE (including private business):

1. Having access to computing privileges (e-mail account, Brenau network connection, login, or shared file space assigned to you), means that you have general responsibility for all computing activity which takes place from those accounts, connections, or file spaces.
2. Limited personal use of the Internet is allowed. However, the employee-user is reminded that use of any and all Brenau property is primarily for the purpose of business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.
3. Access to the Brenau University computing network and the Internet is limited to members of the Brenau University community. Individuals within the Brenau community are not permitted to provide access to the campus network to those outside this community.
4. Use of Brenau computing facilities is intended to be consistent with the educational mission of the University; this does not preclude personal nor even commercial uses. Refer to the appropriate Handbook for your unit to review the university's limitations on the community's use of computing facilities for commercial purposes.
5. You should report any suspected illegal or unethical activity to the Helpdesk or the appropriate Dean's office.

#### H. COPYRIGHT AND ATTRIBUTION – REMINDERS:

1. We would like to also to remind the community that by the terms of the Berne copyright conference (now a part of US law), virtually all material fixed in a tangible medium including photos, text (printed and electronic), music, software and broadcast performance is, indeed, copyrighted. This is true whether or not copyright was registered, and whether or not the material was published prior to the Berne accords.
2. Of special note, is that despite the rapid evolution of case and statutory law concerning intellectual property, educational "fair use" exemptions for copyright protection may not protect redistribution of copyrighted material beyond, or even within, University property. Accordingly, the University urges all authors and artists using Brenau University computing networks to either a) use only original graphics, sound and text, or b) to provide written notification of licensure or copyright agreement with the copyright holder in such case as the work is by other than oneself, whenever such work is to be shared with others outside of the classroom context.
3. University rules governing attribution require that all users of Brenau computing networks acknowledge any use of ideas or other materials produced by others (in textual, pictorial, auditory or other forms) through a note clearly identifying both the source and the nature and extent of indebtedness.

#### I. PERSONAL COMPUTING EQUIPMENT

Students, staff, or faculty members using their own personal laptops or other computers in

classrooms or other spaces are encouraged to use battery power. They should also have charged extra batteries in anticipation of extended class meetings. The hazards posed by electrical cords that cross high traffic areas within classroom spaces introduce the danger of personal injury and potential damage to computer equipment. Brenau University assumes no responsibility for costs associated with the loss of or damage to a student or instructor's personal laptop or other computer and its associated peripheral equipment.