

General Policies

Acceptable Use of Computing Resources Policy Statement

Washburn University computing resources include host computer systems, university-sponsored computers and workstations, software and files residing on university computers, the campus network and communications through the campus network. The following outlines acceptable use of Washburn computing resources:

- Use only those computing resources for which you have authorization.
- Protect your account information from access by others.
- Use computing resources for university-related work.
- Comply with all applicable local, state and federal laws, including copyright and licensing laws.
- Comply with Washburn University's World Wide Web Policy and all referenced Washburn University policies.
- Respect the privacy of others.
- Respect the use of computing resources by others.
- Comply with security measures employed by the university.
- Report violations of this policy to the appropriate authorities.

Reason for Policy

Information Systems and Services (ISS) computing and networking systems are shared systems. Respect, courtesy and cooperation among users are necessary for the systems to function properly for everyone. Our goal is an environment that protects the rights of individual users to pursue scholarly inquiry while providing for equitable and secure access by all users. Responsible use of computing resources is a necessary complement to the security measures taken by ISS staff.

Entities Affected by This Policy

Washburn employees and students; others granted access to our computing resources by the Director of Information Systems and Services.

Consequences of noncompliance with this policy

Noncompliance with these policies may result in one or more of the following, depending on the severity of the violation:

- Warning that a use is prohibited
- Computer ethics counseling by ISS staff
- Temporary disabling of computer/network access
- Permanent disabling of computer/network access
- Disciplinary actions as outlined in student, faculty and employee handbooks
- Expulsion from school or termination of employment
- A subpoena of data files
- Legal prosecution under applicable local, state and federal laws
- Possible penalties under the law, including fines and imprisonment

Examples of Unacceptable Uses of Washburn Computing Resources

- Sharing your password with someone else
- Any activity that violates applicable local, state and federal laws, including copyright and licensing laws
- Using your account or the network for commercial or for-profit purposes
- Propagation of computer worms or viruses
- Distribution of unsolicited mass advertising
- Harassing others
- Violating the privacy of others
- Disrupting the work and/or use of the network by others
- Any use that violates the standard of ethics outlined in student, faculty and employee handbooks
- Gaining or attempting to gain unauthorized entry to other computational, information, or communications devices or resources on Washburn's network or on the Internet
- Writing programs which use an inordinate amount of system resources
- Accessing directories on a computer system other than your personal or public directories (even if the system allows you to do so)
- Viewing and/or printing obscene and pornographic material in a public setting
- Connecting unauthorized equipment to the network
- Providing computer services (Web servers, newsgroups, ftp, etc.) to local or remote network users without written permission from ISS

Important Contacts

Subject	Contact	Telephone	E-mail Address
Questions about this policy	Director of Information Systems and Services	(785)670-2066	support@washburn.edu
Questions about electronic chain letters/legitimacy of unsolicited e-mail	Technology Support Center	(785)670-3000	support@washburn.edu
Reporting terrorist threat communication (information about an emergency involving immediate danger of death or serious physical injury)	University Police	(785)670-1153	<< please call >>
Reporting personal harassing communication (repeated unwanted messages)	University Police	(785)670-1153	<< please call >>
Reporting account or computer trespass or any other violations of this policy	Acceptable Use Team	(785)670-3000	acceptable-use@washburn.edu

Related Documents

Found online at www.washburn.edu/policies.html