

STUDENT TECHNOLOGY USE POLICY UNIVERSITY OF ST. FRANCIS

The University of St. Francis is committed to excellence in teaching. In an effort to support the university community in these endeavors, the institution has assembled a wide variety of technology resources for general use. These resources are for use by persons currently affiliated with the University of St. Francis, including, but not limited to, students, faculty and staff.

The technology resources that are owned by the University of St. Francis are to be used for university-related activities for which they have been assigned. University technologies are not to be used for commercial purposes or non- university-related activities without written authorization from the university.

Access to technology resources at the University of St. Francis is a privilege and must be treated as such by all users. Like any other campus resources, abuse of these privileges can be a cause for campus disciplinary procedures and/or legal action. Furthermore, the university reserves the right to extend, limit, or restrict technology privileges and access to information resources.

The University of St. Francis complies with all federal and state laws concerning use of technology. The university reserves the right to change these policies as required by federal or state law or in its fiduciary materials.

It is your responsibility as a student to comply with all Copyright laws, and the University's Technology Use Policy.

The university reserves the right to inspect and examine any University of St. Francis owned or operated communication system, computing resource and/or files or information contained therein at any time. The university retains final authority to define what constitutes acceptable use.

Peer-to-Peer File Sharing and Digital Copyright Compliance

Downloading, copying and sharing material, such as music, movies, games, and applications, for which the copyright holder has not given you permission is a violation of both the United States Copyright Act and the University of St. Francis Technology Use Policy. As an intelligent web user, it is best to assume that all works of this type found on the Internet are copyright-protected unless explicitly stated otherwise.

The U.S. Copyright Act specifies an individual's civil liability of litigation costs, attorney fees, and actual damages of \$750 to \$30,000 for each work infringed, and, under certain circumstances, criminal penalties up to \$250,000, and/or imprisonment. Furthermore, students, faculty and staff may be placing the University of St. Francis at risk through these actions, as well as themselves by violating the copyright law.

In the event that the university is notified that you are violating copyright laws, which is a direct violation of the USF Technology Policy, the relevant offices within the university

will investigate the complaint. If a violation is confirmed, appropriate action will be taken against you in accordance with university policy. Violations of the University Technology Use Policy may result in disciplinary action up to and including the suspension of a student user's network account, and/or criminal prosecution under state and federal statutes.

Although using file-sharing software, such as KaZaA or Morpheus, is not illegal itself, distributing copyrighted material without permission is. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Unfortunately, you are still legally responsible. Students using their computers as servers for materials can and will have their network connections turned off.

The University of St. Francis strongly encourages users to remove all file-sharing software from your system. At the very least, it is imperative that the file sharing capability of these systems be disabled. The University of Chicago maintains a site that addresses [Disabling Peer-to-Peer File Sharing](#). Go there for additional information on how to disable this function.

Find out more about copyright issues from the [University's copyright website](#).

Alternatives to Illegal File Sharing

There are many legal sources for copyrighted material such as music and movies; some are free and some charge a nominal fee. Educause maintains a comprehensive list of [Legal Downloading Resources](#). Members of the University of St. Francis community are encouraged to take advantage of these legitimate sources of digital content.

Morals and Ethical Standards

It is expected that all users of all university technology resources be guided by the ethics, morals, Judeo-Christian values and standards of this institution. Every user must respect the rights and dignity of others by using the technology resources responsibly and in accordance with the highest ethical and moral standards. Therefore, certain behavior not consistent with the ethics, morals and values of this institution and/or any reasonable person will not be tolerated. Following are some, but not all uses considered unacceptable:

1. Harassment that would cause distress, embarrassment, discomfort -of intimidation based on race, national origin, disability, religious belief gender; sexual orientation or other types of intimidation
2. Offensive, tasteless, sexually explicit materials and images
3. Using the institution's resources as a conduit to attempt unauthorized access to on or off-campus resources
4. Vulgar; abusive or offensive language

5. Violation of copyright laws by using, copying, distributing or storing copyrighted programs and materials
6. Academic dishonesty, including but not limited to plagiarism (copying of the work of others in violation of authorial integrity)
7. Behaving in any way that demonstrates a lack of respect for the rights and privacy of others

If anyone is witness to or the victim of any of the above abuses, it is that person's responsibility to report the situation to the director of information and administrative services, who may handle the individual situation to a satisfactory conclusion, or refer the action for disciplinary action to appropriate administrators or governing bodies.

Precautions Relative to the Misuse of Technology Resources

It is imperative that all users of the university's technology resources be aware of the risks and dangers that can occur from using these resources for non-academic, non-research purposes. The university strongly discourages users from using the technology resources for purposes of establishing personal contact with individuals previously unknown to the user. The possibility of the user being put in danger of physical harm, or another type of compromising position, cannot be overstated. Therefore, users are strongly urged not to use technology resources for purposes of pursuing personal relationships.

Individual Responsibilities

Since certain privileges are given to each member of the University of St. Francis community, each person is held accountable for his/her actions as a condition of continued membership in this community.

Common Courtesy and Respect for Rights of Others

Each person is responsible to all other members of the university community in many ways, including to respect and value the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

Privacy of Information

Files of personal information, including programs, regardless of the medium on which they are stored or transmitted, may be subject to the Illinois Open Records Act if stored on the University of St. Francis' computer system. That fact notwithstanding, no one should look at, copy, alter or destroy anyone else's personal files without explicit permission (unless authorized or required to do so by law or regulations). Similarly, no one should connect to a host on the network without advance permission in some form. People and organizations link computers to the network for various reasons, and many

consider unwelcome connections to be attempts to invade their privacy or compromise their security.

Intellectual Property

Each person is responsible for recognizing (attributing) and honoring the intellectual property rights of others. Violation of this is plagiarism.

Harassment

No member of the community may, under any circumstances, use technology to libel, slander, or harass any other person.

Examples of computer harassment:

1. Using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm.
2. Using the computer to contact another person repeatedly to harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease.
3. Using the computer to contact another person repeatedly regarding a matter for which one does not have legal right to communicate, once the recipient has provided reasonable notice that the recipient desires such communication to cease (such as debt collection).
4. Using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.
5. Using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.
6. Using any technology available on the market or elsewhere to harass or abuse members of the University of St. Francis community.

Game Playing

Limited recreational game playing that is not part of an authorized and assigned research or instructional activity is tolerated (within the parameters of each department's rules). Institutional computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in the computing facility must give up a seat when others who need to use the facility for academic or research purposes are waiting. Game playing that interferes with the operation of the university's technology resources will not be tolerated.

Informational Integrity

It is the user's responsibility to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information, and to verify the integrity and completeness of information that is compiled or used. The user should not assume that information or communications are correct when it appears contrary to expectations; it should be verified with the person who originated the message or data.

Sharing of Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Each individual is responsible for the use of one's own account, password or authorization codes.