



# Lake Superior State University

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## Network and Computing Equipment Use Agreement

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### LSSU's Information Technology Policy:

*As approved by the Board of Regents - italicized text indicates a section has been revised since Board approval.*

Lake Superior State University's (LSSU) Information Technology (IT) department *provides* Internet services to members of the campus community. These services provide users with many opportunities, and those opportunities require the establishment of *policies* for acceptable use. The LSSU Acceptable Use Policy:

- ✓ Delineates **minimum** acceptable behaviors for those using technologies provided by IT.
- ✓ Lists **types** of behaviors, which are not acceptable uses of LSSU technology.
- ✓ Suggests considerations for potential infractions not fully described in the Information Technology Policy
- ✓ Lists accepted behaviors, which you are responsible for meeting. This is your notice.

This document provides you with LSSU's Acceptable Use Guidelines as developed at the time of *printing*. Please note that this policy will be developing and expanding as the technology changes and "acceptable use" matures and develops over time. **All potential infractions are not listed.** *Acceptance of this policy implies a responsibility to keep current with any changes to it. The most current, updated version of this policy is available on our website, <http://www.lssu.edu/it>. Students agreeing to the policy will be responsible to know and understand current content.*

1. In order to carry out its educational, research and public services missions, LSSU strives to create an intellectual environment with access to information resources and technology, in which faculty, students and staff may create, work and collaborate with each other, and with colleagues at other institutions, without fear the products of their efforts will be violated by any inappropriate use, or destruction.

This policy and the guidelines herein, set for the conditions for the use of information technology resources, including the University network equipment, *access to outside networks through the local network*, software, and digital media. LSSU as a State constitutionally created body has a public trust to maintain with regard to its mission, activities, services and property. *All members of the University*

*community must therefore use computing* and information resources, services, activities and property with respect for the public trust through which these State resources are provided.

Access to, and use of, LSSU computing networking and information technology resources is a privilege extended to faculty, students and staff and is subject to compliance with this and other related LSSU policies, rules and regulations; laws; all applicable contracts, including those pertaining to computers and software; and all associated ethical principles and standards adopted by the University community.

Compliance with these provisions is required for continued use and access to information technology resources.

This policy is applicable to all members of the LSSU community whether at the University or off campus and this policy covers all information resources and equipment even if owned by an individual or shared, or networked.

2. Every individual user who has access to University information technology resources systems and other resources such as services, equipment, and programs is required to protect the rights of the entire University community. Any individual who without *written* authority accesses, appropriates, changes, destroys or tampers in any way with any University information resources system, equipment or program, or that of a third party, is acting in violation of this policy and prejudices the intellectual environment of the University community. In order to preserve the integrity of the information resources systems and programs the University will take appropriate actions for any violation of its policies, the law, or any applicable contract provision. The full range of disciplinary actions, including dismissal and legal action may be used. Violations will be processed in accordance with the University policies, employment contracts and the law.
3. The following list, while not exhaustive, provides some examples and guidelines on what constitutes inappropriate; unacceptable or illegal use of information technology; computing and networking resources; and would be the just cause for taking disciplinary and/or legal action:
  - a) Destruction of, or damage to, equipment, software, or data belonging to LSSU;
  - b) Disruption of or unauthorized access or seeking such access or monitoring of electronic communications;
  - c) Violations of computer system security;
  - d) Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
  - e) Use of computer and/or network facilities in ways that may unduly impede the performance of a computer system, or deprive authorized personnel of resources or access to any University computer system resource.
  - f) Use of computing facilities for personal or business purposes unrelated to the mission of the University.
  - g) Violation of University or third party copyrights, patents, licenses, authorizations and contracts;

- h) Violation of usage policies and regulations of the network that LSSU is a member of or has authority to use;
  - i) Violation of another user's privacy;
  - j) Academic dishonesty (plagiarism or cheating)
  - k) Harassment of libelous conduct or other individuals or users as defined by law;
  - l) Engaging in any actions in violation of the law or University policies.
4. The University considers electronic mail and computer files private to the extent permitted by law, generally, access required the permission of the sender or recipient of a message, or the owner of the file, or such access must be based on a court order or some other statutory or legal basis. The law governing the privacy of electronic mail is in a developing stage, and the limits of privacy are not clearly defined. Users of electronic mail should utilize this service with the understanding that such mail may be disclosed without consent because of a statutory provision or a court ruling.

As in the use of other institutional resources, electronic mail should be used for the institutional purposes set forth in this policy related to the community's need to create, work and collaborate with each other and colleagues in the sharing of knowledge and information related to the mission of the University.

5. The University reserves the right to monitor its computing resources property to ensure the integrity of the system and compliance with its policies, rights, the law and its contractual agreements. In the course of a University review or investigation for alleged misuse of misconduct, e-mail or files may be locked or copied to prevent destruction or loss of information.

LSSU is not liable for damages of any nature or losses, including lost revenues, or for any claims of demands against the user by any other party. In no event can LSSU be held liable for consequential damages even if LSSU has been advised of the possibility of such damages. LSSU cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of LSSU's computer facilities.

6. Requests for the disclosure of information subject to a court order or the provisions of the Family Educational Rights and Privacy Act or the Freedom of Information Act shall immediately be referred to the designated University employee responsible for processing these inquiries.

# LSSU Residential Network

## Terms of Use

1. LSSU provides an Ethernet connection for your use. Your network connection provides an access point for your computer. You are responsible for configuring your computer to utilize the access provided by the University. The Information Technology (IT) HelpDesk provides detailed instructions to help you configure your computer. Information resources such as the IT HelpDesk are available for your use as a complimentary service.
2. The student is responsible for costs associated with any damage to LSSU equipment as a result of misuse.
3. The above policy provides guidelines for acceptable use of LSSU's network and equipment. All students using the LSSU network must comply with this policy to continue use of the service. Violation of the policy may result in loss of service, disciplinary measures, and/or legal action.
4. If you lose service, call the HelpDesk right away. The date and time of your call are our first knowledge of the problem, and will be considered as the beginning date of any loss of service. IT is not responsible for losses it has not been informed of.

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IT must maintain a database of all devices on its network. You may be asked to provide the hardware address of your network card to use the network.

Please return bottom portion only to Housing department.

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## Student Agreement to Information Technology Policy:

I understand and agree to abide by the terms of the LSSU Information Technology Policy and the LSSU Residential Network Terms of Use. Violation of the terms of these documents may result in forfeiture of service and fees, disciplinary measures, and may be reported to appropriate legal authorities:

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Student Name

Campus-wide ID

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Room assignment

Extension #

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Date

