

Section: General Administration

Section Number: 1.11

Subject: Information Technology Policy

Date of Present Issue: 06/10/96

Date of Previous Issues:

POLICY:

1. In order to carry out its educational, research and public services missions, Lake Superior State University (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 that the products of their efforts will be violated by any inappropriate use, taking, or destruction.

This policy and the guidelines herein, set forth the conditions for the use of information technology resources, including the University Local Area Network (ULAN) computer technology equipment, 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. Computing and information resources, services, activities and property must therefore be used by all members of the University community 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 authority accesses, appropriates, changes, destroys or tampers in any way with the ULAN system or 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 action 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 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, including menuing systems;
 - 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 networks 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 or libelous conduct of other individuals or users as defined by law;
 - l. Engaging in any action 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 requires 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 or 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 or 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.