IMPORTANT NOTICE

The Student Computer Resource Policies and Procedures shall be distributed and adhered to by all student users of computing resources. Any student who violates the policy is subject to disciplinary action by Monmouth University and possible legal action under the laws of the State of New Jersey and/or the Federal Electronic Communications Privacy Act.

Issued: May 1998
A. Responsibilities of Information Systems (I.S.)

1. Resource Access

The I.S. staff provides student access to existing standard software for the University community through the general computing labs, computing classrooms, and networks. Hardware and software licenses that affect facilities in the student computing labs and computer classrooms will be administered by I.S. Unlicensed or unauthorized software is not permitted on Monmouth University's computers.

2. Computing Resources

Monmouth University's computing resources are provided for the use of current Monmouth University students for academic purposes. The Information Systems Division manages the resources for the mutual benefit of all. Computing resources include labs used for general computing, computer classrooms used for instructional purposes, and the campus network and computing infrastructure. Access to and use of these facilities and resources is contingent upon compliance with these policies and procedures as well as other applicable University rules and policies.

3. Disclaimer

The staff of Information Systems will make every effort to ensure the integrity of the computer resources and the information stored thereon. However, Monmouth University is not responsible for the loss of information from computing misuses, malfunction of computing hardware, malfunction of computing software, or external contamination of data or programs. Backup of important data is strongly recommended.

4. User Accounts

Students will receive user accounts from I.S. in accordance with current procedure. Students who have graduated will have their accounts removed from the system. Only currently enrolled Monmouth students are permitted to access the computing resources and to use the computing labs.

Students are expected to report unauthorized use of accounts, or known abuse of a computing resource to I.S. Questions on policies for correct use of Monmouth University's computing and networking resources should be directed to Information Systems.

5. Remote Access

The university has installed an Internet Firewall to block unsolicited traffic from coming into the campus network. In most cases, users attempting to access the system through an Internet Service Provider (ISP) will be blocked.

B. Responsibilities of User

1. Appropriate Use

Appropriate use of Monmouth University's computing resources includes the efficient and productive use of resources for their intended purposes: computation and communication appropriate to the goals of the University. These include instructional, research, or university-related activities, and communications with faculty and others. All hardware and software related to computation and communication within the University setting must be shared in an equitable manner. Users of computing and networking resources must conduct their computing activities in an efficient, ethical, and legal manner that does not interfere with the rights of others and conforms to all computing license agreements.

Use of university resources for recreational and personal use is permissible as long as the resource utilization does not interfere with the academic or administrative use of the equipment or otherwise prevent others from using the equipment for academic or other non-recreational purposes.
2. Ethical Use

Computing resources must be used in a manner that reflects consciousness of the rights of others. In this context, the student is reminded of the Student Code of Conduct; published in the Monmouth University Student Handbook.

Use of the system in a manner that violates any policy published in the Student Handbook, or that deliberately diminishes, or interferes with, the use of the system by others, is strictly forbidden.

A. Licensing

The use of software at the university is governed by the terms of licensing agreements between the University and the software licensors, and users must abide by the terms of those agreements. The use of such proprietary software may also be subject to copyright or patent restrictions as defined in the license agreements. Users may not copy, disclose, transfer, or remove from the computing labs, any microcomputer software issued to I.S., including programs, applications, databases, codes or manuals. Users must return to the I.S., faculty, or administrator any licensed software diskettes issued through I.S. Illegal copies of proprietary software in use on Monmouth University equipment will be subject to immediate confiscation and the referral of such incidents to the I.S. Division.

B. Sexual Harassment/Pornography

Any use of the computing resources for the creation, display, storage, or transmittal of sexually explicit, pornographic, harassing, abusive or other similar material or communications shall be considered a violation of the Student Code of Conduct and shall be referred to the Vice President of Student Services for appropriate action.

C. Academic Honesty

Any use of the computing resources to commit academic dishonesty shall be considered a violation of the Student Code of Conduct and shall be referred to the Vice President of Student Services for appropriate disciplinary action.

D. Privacy

Students must not intentionally seek information on, obtain copies of, or modify files, passwords, or any type of data or programs belonging to another user unless specifically authorized to do so by the account owner for a specific purpose.

Interception of network transmissions and analysis of network usage is strictly forbidden.

Users should be aware of the following:

- It may be possible for individuals to obtain unauthorized access to the facilities, or to other users’ electronic mail or files.
- Monmouth University may be ordered by a court of law to surrender communications that have been transmitted over the University network.
- Students’ files may be purged after 14 days. This may include electronic mail files, whether or not the messages have been read. Some files and data may be restored from backup tapes, which are kept secure in the I.S. tape vault.

3. Passwords

Users are responsible for their own data and accounts. Anyone who shares his/her password is responsible for any actions taken by someone using their password. Individuals who allow others to use their accounts may lose their access privileges. Users must reset their password when logging on to all systems for the first time. Users who forget their password must come to Information Systems and present two forms of identification (one with photo) before a new password will be issued.

4. Internet Usage Guidelines

Commercial use of the University’s computing resources is strictly forbidden. The Internet is not a secure network and should not be relied upon for transmitting confidential or sensitive data.
Monmouth University cannot be held responsible for the loss of data or lack of confidentiality. Transmitting large files may cause traffic problems. It is suggested that users transmit such data during off-peak hours if possible. Random electronic mailings (junk mail or “spam”) or repetitive mailings for the purpose of annoying someone are not allowed.

5. Virus Protection Warning
The University recommends scanning all executable programs loaded from any network for viruses that may erase or damage files or disrupts the network. Special virus scanning computers are located in the Howard Hall PC Labs and the Guggenheim Library.

6. Lab Environment
Each computer user has the right to a reasonably quiet environment in the computing labs. Each user is expected to exercise good judgment regarding noise levels in consideration of others. Lab Attendants and Consultants are responsible for maintaining the appropriate lab environment.

All users also share the responsibility for maintaining a clean environment. No food or drink is permitted in any of the computer labs, including the teaching labs. Smoking is prohibited.

C. Violations and Sanctions
1. Violations
Monmouth University treats the abuse of computing facilities, equipment, software, information, networks, or privileges seriously.

Users who violate the policies outlined in this document and/or the code of student conduct and I.S. related regulations, are subject to sanctions according to the nature, severity, and number of their offenses.

If a student is found in violation of a computer related act by the disciplinary processes outlined in the Student Handbook, Information Systems retains the right to deny future computing privileges at all computing facilities should it be in the interest of the University to do so. Users may also be subject to further disciplinary action such as, but not limited to:

- Legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements,
- Prosecution according to New Jersey and Federal Law.

I have read this policy and agree to abide by it in its entirety.

____________________________________________
Student Signature Date