Pittsburg State University
Acceptable Use Policy

Introduction

This policy outlines the expectations for the use of information technology resources at Pittsburg State University. This policy applies to faculty, staff, students, official university affiliates, and any other individuals who use University information technology resources.

Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individual's rights to privacy, freedom of speech, and freedom from intimidation, and harassment.

User Responsibilities

Users of electronic systems have the following responsibilities:

1. Access to information resources is granted with the expectation that resources will be used in an ethical and lawful manner. Users will employ information technology resources consistent with the requirements of federal, state and local law and Kansas Research and Education Network (KanREN) policies. Users are responsible for using resources appropriately to maintain the integrity of the information technology resources, and where appropriate, the privacy, confidentiality, and/or security of the electronic information.

2. Individuals should not give out, loan, share, or otherwise allow anyone else to use the access privileges granted to them. Access to secured information resources is provided only with proper authorization.

3. Users are responsible for all activities that occur while using information resources assigned to them, and shall respect the intended use of these resources.

4. Users may not attempt to circumvent login procedures on any computer system or otherwise attempt to gain unauthorized access. This is not an acceptable use of information resources and may be a crime under federal, state or local law.

5. All users shall use information technology resources in a manner that does not in any way interfere with, compromise, or harm the performance, functionality, or integrity of the University's information technology resources. This shall include the adherence to University standards regarding software updates and protections, data handling, and other policies and procedures enacted by the University.

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6. Users will respect network capacity as a shared resource and therefore may not perform operations that degrade network performance for other users. Users may not send spam, chain letters, mail bombs, and or engage in other activities that infringe on the rights and/or productivity of other users.

7. Users should respect the rights of copyright owners and, when appropriate, obtain permission from owners before using or copying protected material, including but not limited to, music, movies, software, documents, images, or multimedia objects. Please see:

   - Illegal Peer to Peer File Sharing Information:

   http://www.pittstate.edu/office/information-services/policies/?id=217941

   - The Campus Internet Copyright Policy:

   http://www.pittstate.edu/office/information-services/policies/?id=108653

   - The Campus Policy on Duplicating Copyrighted Written Works:

   http://www.pittstate.edu/office/president/policies/campus-policy-on-duplicating-copyrighted-written-works.dot

8. Representing oneself as someone else, without previous written authorization, is not considered responsible use of information technology resources.

9. Users may not use electronic resources for activities that are illegal, threatening, and/or deliberately destructive.

10. No person, including any member of the IT Staff, is authorized to request a user's password. Please see:
   Password Policy:

   http://www.pittstate.edu/info/policy/itsec/passwords.dot

If you have questions please contact the OIS Gorilla Geeks Help Desk:

Phone: 620.235.4600

Email: geeks@pittstate.edu

User Privacy

University information technology resources are state-owned and maintained. University users have a heightened responsibility to properly use information technology resources. Pittsburg

State University supports a climate of trust and respect. Nonetheless, users should be aware that on occasion legitimate activities of technical staff may lead to situations where specific information could be reviewed as part of routine problem resolution procedures. The University, therefore, cannot guarantee the personal confidentiality, privacy, or security of data, email, or other information transmitted or stored on its network.

When University officials believe a user may be using information technology resources in a way that may violate University or Regents policies or local, state or federal law, or the user is engaged in activities inconsistent with the user's University responsibilities, then technical staff may be requested to monitor the activities and inspect and record the files of such user(s) on their computers and networks, including word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software.

 User Abuse/Abuse of Policy
All users and units have the responsibility to report any discovered unauthorized access attempts or other improper usage of PSU information resources. If you observe, or have reported to you, a security or abuse problem with any University information resource, including violations of this policy, please email abuse@pittstate.edu and an administrative response to such incidents will be coordinated. In addition, you may utilize the following University Whistleblower Policy to report such incidents:
http://www.pittstate.edu/office/president/policies/whistleblower-policy.dot

Reports of all apparent IT policy violations will be forwarded by the PSU IT Security Officer to the CIO for disposition according to standard procedures and University policies on violation of policy.

Use of University information technology resources contrary to this policy, University policies, or applicable federal, state or local law is prohibited and may subject the user to disciplinary action including, but not limited to, suspension of the users access to the information technology resources. Users also should be aware of other possible consequences under University policies and federal, state, or local laws, particularly those related to computer crime and copyright violation.

Additionally, students could be subject to disciplinary action under the Code of Student Rights and Responsibilities: http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/index.dot

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