

DECLARATION FOR RESPONSIBLE USE OF COMPUTING AND INFORMATION RESOURCES

General Declaration

In response to the needs of its students, staff, faculty, and administration, Neumann University provides an extensive array of computer and information resources. Members of the community are encouraged to assist one another in the exploration and responsible use of these resources as they engage in learning, working, teaching, and research related to the University's mission. In general, responsible use of these resources must conform with and is subject to the standards and policies defined in the *Student Handbook*, the *Faculty Manual*, and the *General Administration Policy and Procedure Manual* as well as local, state, and federal laws. To help the members of the community enjoy the benefits of these resources, the University further establishes the

following Declaration of Computing and Information Rights and Responsibilities (DCIRR) and a corresponding ethic that reflects its Catholic Franciscan mission.

Declaration of Computing and Information Rights and Responsibilities

The latest version of this policy will be published on the Neumann web site (<http://www.neumann.edu>). Neumann reserves the right to update or revise the DCIRR at any time. Users are responsible for being aware of any changes to the DCIRR. The Neumann Network is provided to support Neumann University business and its mission of education, service, and research. Any other use jeopardizes the integrity of the Neumann Network, the privacy or safety of other users, or are otherwise illegal and are prohibited.

General Guidelines for acceptable use of the Neumann Network are based on the following principles:

Users are expected to:

- Behave responsibly with respect to the Neumann Network at all times.
- Respect the integrity and the security of the Neumann Network.
- Behave in a manner consistent with Neumann's mission and to comply with all applicable laws, regulations, and Neumann policies.
- Be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Neumann Network and to show restraint in the consumption of shared resources.
- Respect Neumann's principles regarding freedom of thought, inquiry, and expression.
- Respect the rights and property of others, including intellectual property rights.
- Respect the rights of others, specifically the right of privacy and of confidentiality.

The following activities are specifically prohibited:

- Use of the Neumann Network for private business, commercial or political activities, fundraising, advertising on behalf of non-Neumann organizations, unlawful activities or uses that violate other Neumann University policies.
- Disruption of or interference with the Neumann Network, including the distribution of chain mail, mail reflectors, listservs, mass emails, email bombs, or any activities that create or propagate viruses, waste system resources, or overload the Neumann Network with excessive data.
- Forging, altering, or destroying communications, accessing or intercepting the accounts of other users, or intentionally compromising the privacy or security of electronic information passing through the Neumann Network.

- Intentionally or negligently revealing one's password or otherwise permitting another to use one's personal account.
- The intentional infringing upon the intellectual property rights of others or the unauthorized copying or distributing of Neumann owned or Neumann licensed software.

User Ethic and Responsibilities:

1. Ethic: As a diverse community of people, Neumann University encourages its members to embrace the Franciscan values of love, respect, reverence, integrity, and excellence. These communal values determine that which constitutes insensitive, abusive, harassing, offensive, and otherwise inappropriate behavior on the university systems and network. When sending email messages and downloading or using information, users are encouraged to ask themselves, for example, "Is this material reflective of the mission and values of the university," and are responsible for acting accordingly.
2. Responsibilities: In light of this ethic and these communal values, all users share the following responsibilities:
 - a. To know and understand their computer and information rights and responsibilities as stated herein.
 - b. To respect the rights of others, including the rights to privacy, safety, and intellectual property.
 - c. To respect the common good of all by aiding others when possible and refraining from activities that harm or diminish the proper functioning of the network or other equipment.
 - d. To refrain from the use of the Neumann Network to harass others, or to display to them verbal or visual communication that is offensive.

Neumann will not normally impose any restraints on, nor make any random efforts to monitor the content of communications. However, when required to do so by applicable Federal, State and local laws, including laws regarding the right to privacy and laws that prohibit defamatory material and to maintain the security and integrity of the Neumann Network, including the investigation of any DCIRR or other Neumann policy infractions, Neumann will impose restraints or monitor communication.

Penalties for violating this policy may include restricted access or loss of access to the Neumann Network, termination and/or expulsion from the University, and in some cases civil and/or criminal liability.

Those who allegedly violate these rights and responsibilities shall be offered the following process:

3. To be notified of the alleged infringement in writing by a University official.

4. To have their account or access temporarily suspended until the process is complete.
5. To meet with the appropriate University official or adjudicating body who will consider the matter and make final recommendations regarding the appropriate correction or sanctions.
6. To receive a sanction ranging from the restriction or suspension of email and network access to dismissal from the University.
7. The University may report the events to governmental authorities or third parties.

Detailed Policies, Practices and Procedures

The following more detailed policies, practices, and procedures of the office of Information Technology & Resources are included herein by reference. Procedures may be added or amended.

- Email Accounts
- Official Email Address
- Mass Email
- Neumann Networks
- Administrative Systems
- Web Support
- Computing Classrooms and Consultant Services

ITR Request for Datatel Access Forms

The ITR Datatel Access Authorizations form is incorporated herein by reference.

Responsibility: The Dean of Students and the Vice President for Enrollment and Student Affairs are responsible for sanctions related to violations of this policy.