EMU’s Information Systems resources such as hardware, software, campus network, Internet connection, and staff services exist to:

- Provide faculty, staff, and students access to computer technology and computer-based information resources.
- Support those activities that are consistent with EMU’s mission in education, research, and service.

Behavior and ethics while computing on campus should follow the same standards of behavior and ethics that the EMU community subscribes to and defines in the student, faculty, and staff handbooks and EMU’s Community Lifestyle Commitment. Violations will be dealt with in accordance with University disciplinary procedures.

Electronic resources, such as Login ID’s, passwords, electronic mail, data, and software, are private property. Unauthorized use, abuse, or destruction of these resources are serious violations, as serious as any theft, destruction of property, or invasion of privacy.

Persons with access to confidential institutional data are not permitted to access or disclose this information unless such action is required in the performance of their duties and responsibilities. Persons who create documents containing confidential information are responsible to secure the continued confidentiality by appropriate distribution, filing, or disposal.

Computer network bandwidth is a finite resource, particularly as it relates to the EMU Internet connection. EMU network users must understand the impact of their computing activities on the available network bandwidth. Users’ network use activities, and in particular their Internet use activities, must be limited, especially during “peak hours” Monday through Friday, 8am to 6pm, so that academic and university business Internet processes are not hindered. Specifically this means those entertainment activities such as use of streaming media (audio and video) and downloading of large media files are not to be done during ‘peak hours’.

When demand for computing resources may exceed available capacity, priorities for their use will be established and enforced. The priorities for use of University-wide computing resources are:

**Highest:** Uses that directly support the educational, research and service missions of the University

**Medium:** Other uses that indirectly benefit the educational, research and service missions of the University, as well as and including reasonable and limited personal communications.

**Lowest:** Recreation, including game playing.

**Forbidden:** All activities that violate the Acceptable Use Policy for Campus Computers & Networks, Security Standards for EMU Network Users and the Community Lifestyle Commitment. Illegal, harassing and commercial activities are also forbidden.

Enforcement of network use priorities can include disconnecting those users from the network who fail to adhere to these network use guidelines.
Acceptable activities to be carried out on EMU-owned information resources include:

- Communication and exchange of information supporting research, instruction, academic dialogue and debate, professional development, and University administrative activities.
- Course related activities such as study, assignment preparation, and research.
- Personal interest activities such as electronic mail and use of Internet resources, only when these activities do not interfere with academic and research activities.

Unacceptable activities that may lead to discipline or to loss of network privileges include the following:

- Any activity on EMU-owned computers or the network that is illegal or violates EMU policy or standards.
- Stealing or sharing of Login IDs or passwords.
- “Hacking,” or attempting illegally to gain entry into computer systems, on or off campus.
- Intercepting or attempting to intercept/access data communications not intended for one’s computer. Examples include, but are not limited to, promiscuous network monitoring, running network sniffers, or tapping phone or network lines.
- Failing to follow virus protection procedures when copying or downloading files onto any network-connected computer.
- Use of EMU facilities for hosting for-profit activities such as consulting for pay or selling items for profit.
- Violating software licensing agreements or copyright law by pirating or illegally copying software. (No person has the right to use or possess unauthorized copies of software. This restriction applies not only to software legally obtained from or designed by EMU but also to software which was illegally obtained from other sources. Software should not be installed or removed from any personal computer without the prior approval of the person responsible for that computer.)
- Willful or intentional activities that result in “denial of service” consequences to EMU’s network, or the Internet as a whole.
- Storage of large amounts of data in unauthorized or public directories on EMU servers.
- Excessive recreational/entertainment use of network bandwidth, particularly during periods that are designated as priority times for academic, research and University business.

Providing remote access to computers on EMU’s network, or to the network itself, without express permission from Information Systems. All remote access must be via means provided by Information Systems. (This does NOT apply to shared desktop services for presentations such as WebEX where explicit use and control is granted by the user during a presentation which is attended and controlled by the user of the computer connected to the EMU network.)

See also: Policy Governing Use of University Resources and Facilities.

Reviewed by ISPC
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