

Information Technology & Management Network and Computer Use Policies

Network and Computer Use Policies

IIT Use of Computer Resources Policy (http://ots.iit.edu/policies/acceptable_use.php)

I. User Responsibility

A. The proper use of all IIT computer accounts and technological resources, including computers, E-mail, Internet, printers, software, servers, voice and data networks and other computer peripherals (collectively, "Computer Resources"), is the personal responsibility of each individual. Use of Computer Resources, whether by faculty, students or staff (collectively, "Users"), must be consistent with institutional policies governing the conduct, including those regarding plagiarism, discrimination, cheating, harassment and theft. Users must never represent or imply that the opinions that they express on or through Computer Resources are the views of IIT.

B. Computer Resources are made available to support the academic mission, programs and activities of IIT. Use of Computer Resources is a privilege that is not to be abused, and it can be taken away without prior notice and consent or when required by law or when a substantiated reason exists to believe that violations of law or policy have occurred. In time-sensitive cases, access may be restricted to meet critical operational needs. Any inappropriate, illegal, unethical or immoral use constitutes a violation of this policy regardless whether it is specifically identified herein.

C. Each User is responsible for the storage of personal files created on IIT Computer Resources. Hard disks are routinely cleared of files. IIT will not be liable, under any circumstances, for files stored on or deleted from its hard disks.

D. Each User is responsible for taking reasonable care for the security of his or her campus account and password. For example, one should change his or her password frequently; one should not under any circumstances give his or her password to another person. Each User must also recognize that IIT has limited means of preventing unsolicited communications from within and outside of the IIT network. Users who receive threatening or inappropriate communications should bring them to the attention of the appropriate network administrator, General Counsel, Office of Human Resources or the Office of Student Affairs

II. Examples of Appropriate Uses of Computer Resources Include, But Are Not Limited to:

- A. Faculty and student research;
- B. Class assignments; and
- C. Instructional uses.

III. Examples of Inappropriate Uses of Computer Resources Include, But Are Not Limited to:

- A. Using Computer Resources for commercial purposes;
- B. Sending unsolicited, annoying or obscene messages or E-mail to another computer or computer user;
- C. Utilizing a false identity in obtaining or utilizing an E-mail account or to gain access to a Computer Resource;
- D. Displaying adult web sites (especially those self-identified as such) or other obscene materials in public computer laboratories;
- E. Examining or attempting to examine another user's files, accounts or E-mail, without explicit permission by the owner of those files or E-mail;
- F. Interrupting, hindering, damaging or otherwise interfering with the normal operation of the computer laboratories, systems, data and/or voice networks, including, but not limited to, port scanning, IP spoofing, network analysis, network monitoring, illegal logins, running traffic-generating applications, installing any software or program code that is intended to or likely to result in the eventual damage to or degradation of the performance of Computer Resources; or using Computer Resources to perform acts that are deliberately wasteful of computing resources;
- G. Posting copyrighted text or images on a web page without the owner's permission or in any other way violating copyright laws, including, but not limited to, the use of peer-to-peer file sharing applications to illegal transmit music, software, movies or other protected materials; and
- H. Using Computer Resources to engage in or further any fraudulent or criminal act or to violate IIT policies, including, but not limited to, monitoring, in any way, another User's data communications; gaining or attempting to gain access to remote computers, infringing the rights of other Users to use Computer Resources; or violating the terms of software licensing agreements.

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IV. Privacy Issues and Access to Files

A. Users have only a limited right to privacy in their electronic and voice mail. IIT does not monitor, review or perpetually archive material prior to or after transmission on Computer Resources. Authorized IIT staff will treat all electronically stored information as confidential, but they may examine or disclose information when (i) the owner of the information authorizes disclosure, (ii) a User is suspected of violating IIT policies or local, state or federal law including, but not limited to, laws regarding harassment, copyright, libel and defamation of character, or (iii) an employee is terminated and his or her files are needed in the course of operations at IIT.

B. The E-mail system at IIT exists to provide a convenient (not confidential) way of communicating between students and faculty, between colleagues and friends. It is expected that Users will use common courtesy in the use of E-mail. Examples of inappropriate use include, but are not limited to: (1) Re-posting (forwarding) personal communication, intended to be confidential, without the author's prior consent; (2) "Chain letters," "broadcasting" messages to lists or individuals, and other types of use which would cause congestion of the networks or otherwise interfere with the work of others are not allowed; and (3) Anonymous and/or fraudulent posting of email messages.

C. E-mail is a form of public communication and cannot be guaranteed to be private. Messages can be intercepted while in transit through the system. Users are advised to be discreet. Issues of personal privacy and data confidentiality are important to IIT. Personal data will only be accessed in accordance with part IV, section A of the *Student Handbook*. Systems and network administrators do have access to files stored on IIT servers. In the course of routine system maintenance, trouble-shooting and mail delivery problem resolution, staff may see the content of email messages; however, these individuals are prohibited from accessing personal files except as otherwise stated in part IV, section A.

V. Intellectual Property

All communications and information accessible via the Internet should be assumed to be copyrighted and should be accessed and re-distributed using regular copyright rules. When sources found on the Internet are cited, the name, date and location of the information must be included.

VI. Web Page Responsibilities

The Office of Technology Services (OTS) and the Center for Law and Computers (CLC) have devised specific rules and procedures applicable to IIT-related web pages. All web pages contained within the iit.edu and kentlaw.edu domains or served on IP addresses owned by IIT are subject to the following content guidelines as well as all other applicable IIT policies.

A. OTS and CLC are responsible for the web servers only, including maintenance, infrastructure and reasonable security. OTS and CLC are not responsible for any web page content or hyperlinks. Links from www.iit.edu and www.kentlaw.edu main pages to the organization and department pages are maintained by the Office of Communications and Marketing at the Main Campus and the Office of Public Affairs at the Downtown Campus.

B. The content of the first-level pages on the IIT web site, <http://www.iit.edu>, is designed and specified by the Office of Communications and Marketing, and the content of the first-level pages on the Chicago-Kent web site, <http://www.kentlaw.edu>, is designed and specified by the Office of Public Affairs.

C. All other web pages contained within, except for individual faculty, staff and student pages, should follow the design standards set forth by the office of Communications and Marketing and Public Affairs.

D. All pages must clearly display at the bottom of the page the name and email address of the person responsible for the page.

E. Pages cannot contain or transmit any information that is illegal, pornographic, defamatory, obscene or harassing.

F. Users are prohibited from serving pages that conduct electronic commerce or contain paid advertising. Pages must not cause interference with the ability of other users to access network resources.

G. Pages that do not meet acceptable use or content standards are subject to immediate removal and suspension of web privileges as well as further disciplinary procedures as specified by the IIT procedures manual.

H. Student organizations and private, individual pages should link to a disclaimer stating that the content does not express the views of IIT.

VII. Compliance Procedure:

Inappropriate uses of Computer Resources should be reported to the Office of Technology Services via abuse@iit.edu. Security related questions and issues should be directed to security@iit.edu. Anyone discovered to be hindering normal operations or making inappropriate use of Computer Resources will be contacted and appropriate action taken. Upon report of a violation, the User may be denied access to IIT Computer Resources. All pertinent information on the alleged violation will be given to the appropriate IIT official who may then take action in accordance with applicable policies.

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Acceptable Network Usage Policy (<http://ots.iit.edu/network/policy.php>)

The University expects that all persons who make any use of University computing hardware, software, networking services, or any property related or ancillary to the use of these facilities, will abide by the following policy statement:

University information technology resources are provided in the hope that the whole university community will use them in a spirit of mutual cooperation. Resources are limited and must be shared. Everyone will benefit if all computer users avoid any activities which cause problems for others who use the same systems.

All hardware, software, and related services supplied by the University are for the sole purpose of supplementing and reinforcing the University's goals as set forth in the student and faculty handbooks and other mission statements of the University. It is a specific violation to give account passwords to individuals who are not the owners of such accounts, or to obtain passwords to or use of accounts other than one's own.

We expect that no one will use hardware, software or services without authorization to do so. Copying software is a violation of federal copyright law. Individuals may not extend their use of the facilities described above for any purpose beyond their intended use, nor beyond those activities sanctioned in University policy statements. In particular, no one may use them

- for personal profit or gain,
- to harass, threaten, or otherwise invade the privacy of others,
- to initiate or forward e-mail chain letters,
- to cause breaches of computer, network or telecommunications security systems,
- to initiate activities which unduly consume computing or network resources.

Individuals who violate the aims of this policy will be subject to disciplinary action or to referral to law enforcement authorities. Office of Technology Services personnel are authorized to monitor suspected violations and to examine items stored on any University storage medium by individuals suspected of violating this policy.

OTS PC Lab Usage Policies (http://ots.iit.edu/computer_classrooms/general_lab_policy.php)

1. No eating or drinking is allowed in the labs at any time.
2. No use of tobacco is allowed in the labs at any time.
3. No use of profanity, racial slurs, sexual innuendos or pornographic material will be allowed in the labs.
4. Use of viruses, Trojans, worms or other malicious hacking/cracking software will not be tolerated in the labs.
5. All students must show IIT ID card upon entering.
6. Cell phone use is not permitted in the labs. Please turn your cell phone off, or set the ringer to "vibrate," before entering the lab.
7. There is no time limit for computer use. However, computers left unattended may be reassigned to someone else.
8. The Lab Assistant is an employee of IIT with authority over the lab. If there is a complaint please email it to pclabs@iit.edu
9. Only IIT students, faculty and staff are allowed in the labs unless prior authorization is obtained through OTS.
10. No commercial or business work will be allowed to be done on campus without prior written authorization by OTS management.
11. Any student, faculty or staff that destroys, removes or threatens IIT equipment/assets will be reported to Public Safety to be removed from the premises.
12. Any student, faculty or staff that threatens another student, faculty or staff member verbally or physically, will be reported to Public Safety and detained until taken into custody.
13. All articles and rules contained in the student handbook will be enforced.
14. All articles and rules on the IIT website pertaining to OTS policy will be enforced. These policies may be viewed at <http://ots.iit.edu/policies>.
15. Disregard of these rules will result in a verbal warning; second offense will result in termination of lab privileges pending investigation.

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Information Technology and Management Student Use Policy

Acceptance of an account for use in the IIT Information Technology & Management program constitutes agreement to abide by all policies in this document: The **Illinois Institute of Technology Use of Computer Resources Policy**, **Acceptable Network Usage Policy**, **OTS PC Lab Usage Policies** and the **Information Technology & Management Student Use Policy**. Violation of any of these policies may result in the loss of account access and computer use privileges.

Additional Policies

Students are responsible to comply with all applicable Office of Technology Services Policies as published at <http://ots.iit.edu/policies/>.

Computer Lab Use

Students are responsible to follow whatever login and shutdown procedures are prescribed for their computer lab. Unless a student has an individual account, student files residing on lab workstations may only be stored in temporary locations and should never be expected to be there on any subsequent session.

Labs may be available for use outside of scheduled class periods; check with your instructor or program manager as to availability. To facilitate an educational environment and to ensure the best use of lab computers, no games and no disturbances (loud or boisterous talking or any other actions that may disturb other users) are allowed in the labs. Violators of this policy will be asked to leave the lab.

Students are encouraged to use flash/thumb drives for storage of personal files used on any lab computer. Headphones (but not speakers) may be connected to any lab computer if a user wishes to listen to computer/CD audio while using the machine. No other peripherals may be attached to ITM computer lab systems without the express permission of the Director of Information Technology or the Computer Systems Manager.

PC Accounts

Students may be granted an individual account on a computer laboratory workstation (Windows, Solaris or Linux) or lab server (Windows, Solaris or Linux) for their use in the class. If an individual account is granted, students have the following responsibilities:

1. Students shall only store personal files in their own directory as directed by the instructor.
2. Students shall **always** log out of their own account at the end of each class session.
3. Students may install demonstration, shareware, or freeware software on their workstation or server account but shall not install software on a workstation primary partition (drive C:\) unless it is the only installed partition or they are otherwise instructed by their instructor, who must have previously obtained the consent of the lab manager. Students may not install software in violation of any licensing agreements. Students may not install software on any server or workstation where they do not have a personal account unless specifically authorized or directed by an instructor.
4. When accounts are on individual workstations, all student class work should be done on the workstation containing their own account. During regular class sessions, no one except the instructor may prevent a student from using a computer on which that student's account resides.
5. Students may operate server software on a workstation where they hold an individual account but must abide by all applicable university and course policies.
6. Individual student workstation/lab server accounts shall not be maintained after the completion of the course

UNIX/Linux Server Accounts

UNIX/Linux server accounts shall be used for class exercises and labs and student Web pages. UNIX/Linux server accounts shall normally be available for six months following the end of the course; at the end of this six month time period inactive accounts may be deleted. Accounts may be maintained longer for portfolio purposes by arrangement with the system administrator; accounts selected as examples of student work may be maintained indefinitely as long as the course graduate does not change the pages selected. In addition to the responsibilities set forth in the **Illinois Institute of Technology Computer Use Policy**, the following responsibilities apply:

1. Students shall not maintain software commonly used to gain unauthorized access to remote computers, circumvent data protection schemes, or exploit security loopholes in their UNIX/Linux server account.
2. Students shall not maintain IRC 'bot' software in their UNIX/Linux server account.
3. While **Illinois Institute of Technology Use of Computer Resources Policy** prohibits use of OTS resources for commercial purposes, this prohibition does not restrict the subject matter of portfolio Web sites built for purposes of the Information Technology & Management program. Student portfolio sites may be real or simulated commercial sites. Sites created for commercial entities shall be developmental only; commercial promotion, advertising or widespread distribution of the URL of a site developed for a commercial entity on an IIT server is prohibited.