



Policy for the use of Computing Facilities (revised December 2003)

I. General Provisions

Trine University provides access to computing facilities for students, faculty and staff to support and enhance instruction and research, to facilitate electronic publication on the World Wide Web (WWW), and to provide administrative support. The Trine University computing facilities and services provided by Trine are, however, Trine property and their purpose is to facilitate the educational and administrative purposes of Trine. This Policy applies to all Trine Computing Facilities, including all electronic media, services, connections and equipment that are:

- accessed on or from Trine premises;
- accessed using Trine computer equipment or via Trine-provided access methods, and/or
- used in a manner that suggests the individual is representing Trine;
- and to all computer and electronic equipment that is owned by, leased by, or otherwise under the control of Trine.

Every person using Trine Computing Facilities ("User") is responsible for her or his actions when using Trine's Computing Facilities and any User found to be in violation of the policy set forth herein (the "Policy") will be subject to appropriate disciplinary action. This Policy is available at the President's Office, the Information Systems or the Public Relations Department. Copies will be provided to all Users on request, and changes may be made without notice. Any questions regarding the appropriate uses of the Trine Computing Facilities should be referred to the vice president of academic affairs or the manager of information systems.

II. Specific Provisions

Unethical and inappropriate uses of Trine's Computing Facilities will subject a User to disciplinary action. Unethical and inappropriate uses include, but are not limited to, the prohibited activities that are set forth below:

- Users may not access any account without authorization.
- Users may not intentionally or unintentionally tamper with anyone else's electronic files, information or equipment.

- Users may not introduce any abusive, harassing, pornographic or libelous material onto the Trine Computing Facilities.
- Users may not intentionally introduce viruses (or fail to protect against the unintentional introduction of viruses) to the Trine network or other electronic equipment.
- Users may not use Trine Computing Facilities for excessive game playing.
- Electronic media and services provided by Trine should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other Users to access and use the system or the facilities.
- Users may not intentionally or unintentionally damage others' files, data computers or programs.
- Users may not modify software without proper authorization.
- Users may not access, copy or alter others' digital files or information without authorization.
- Users may not intentionally or unintentionally interfere with administrative systems.
- Users must respect the confidentiality of other people's electronic communications and information and may not attempt to read, "hack" into other systems or other people's logins, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other Users or third parties except by the explicit direction of Trine for performing authorized maintenance or other authorized functions on Trine's Computing Facilities.
- Anyone obtaining electronic access to another's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- The ability to attach a document to an e-mail message or post it on a network greatly enhances the risk of copyright infringement. A User can be liable for the unauthorized copying and distribution of copyrighted material through electronic mediums. Accordingly, you should not copy and distribute through the e-mail system or otherwise copy or distribute any copyrighted material of a third party (such as software, database files, documentation, articles, graphics files, and downloaded information) unless you have confirmed in advance from the appropriate sources that you have the right to copy or distribute such material.
- Any messages or information sent by a User to one or more individuals via an electronic network (e.g., bulletin board, on-line service, or Internet) are statements which may be identifiable as sent by an individual associated with Trine and all such messages and information must comply with this Policy.
- Use of the all administrative, all faculty, and all student email addresses shall be for University business, activities and announcements only. Emails sent via these addresses should not be used for items for sale, solicitation for non-University activities or information or request of a personal nature.
- No e-mail or other electronic communications may be sent which attempt to hide the identity of the sender, or represent the sender as someone else or as someone from another institution.

- Users may not utilize Trine Computing Facilities for commercial purposes.
- Users may not utilize Trine Computing Facilities for any activity in violation of any applicable law or regulation. Any User found to be abusing the privilege of using the Trine Computing Facilities will be subject to disciplinary action as described below.

III. Confidentiality

Depending on the job duties assigned to an employee access to Trine University's databases may be required. All information accessed through the University's databases is considered confidential in nature and should be used only to perform the job duties of the position the employee is assigned to. During the term of your employment, certain confidential information may be disclosed to you, including, but not limited to data from the Jenzabar, PowerFAIDS or other University systems. You agree to neither divulge the information or any part thereof to any person not bound to Trine University by like obligations of confidentiality nor to use said information for any purpose other than in the performance of your duties. For example it is a violation to:

- Corrupt or misuse information
- Alter or destroy information without authorization
- View data or to generate reports for use other than required to fulfill you job duties
- Discuss information with other individuals other than required to fulfill your job duties

IV. Disciplinary Actions

Trine may, with or without notice, restrict any individual's access to Trine's Computing Facilities. The unintentional, as well as intentional, actions of a User on Trine Computing Facilities can create significant damages and the unintentional, as well as intentional, failure to follow this Policy may result in disciplinary action. Users who violate this Policy will be subjected to appropriate disciplinary action and may be partially or entirely denied the privilege of using Trine Computing Facilities. The grievance process already in place will be used as necessary in requests for restoration of computing privileges. Users who are also employees of Trine and who violate this Policy will be subjected to appropriate disciplinary action up to and including termination and/or other legal actions. Users who are also students of Trine and who violate this Policy will be subjected to appropriate disciplinary action up to and including expulsion and/or other legal actions.

For example, any web pages that are inconsistent with the ethical standards and educational mission of Trine will be removed from Trine's system at the direction of the president or his designee and the User responsible for the web page may have his/her computer privileges revoked and/or subjected to appropriate additional

disciplinary actions.

V. Trine University Access

The administration and maintenance of Trine's Computing Facilities can require access to and inspection of all of the Trine Computing Facilities at any time, including all Trine electronic equipment and all information stored thereon. Users of Trine Computing Facilities should be aware that there are many instances in which digital files, including messages, may need to be accessed by Trine personnel performing authorized maintenance or other authorized activities on Trine Computing Facilities. Additionally, Users of Trine Computing Facilities should be aware that even though a file or message may be deleted from an electronic network or e-mail system, a record of it may remain on the computer system either on a backup of all data or in other ways. The Users of Trine Computing Facilities are, therefore, advised to exercise the appropriate discretion in using Trine's Computing Facilities for personal communication and other private or confidential purposes and should not assume that digital files and communications on Trine Computing Facilities are private and confidential. Passwords and other security measures are only intended to prevent unauthorized access to e-mail, computer files, and other digital information and equipment. Trine reserves the right to allow authorized Trine personnel to access messages and files on Trine Computing Facilities. Users may not employ their own security measures on Trine Computing Facilities without authorization from the vice president of academic affairs or the manager of information systems. Trine reserves the right to remove any information placed on Trine Computing Facilities without notice. This may be done because the material is found to be in violation of this Policy, to provide for the more efficient operation of Trine's Computing Facilities or for other purposes.

VI. Web Pages

Trine University allows student organizations to post web pages on the University's server. These pages may provide links to pages outside the server as long as those pages pertain to the organization's purposes, do not violate Trine's tolerance policy and adhere to the University's interpretation of good taste. The University reserves the right to remove links that do not fit these standards.

Trine University does not allow students to post personal web pages on the University's server.

VII. Disclaimer

Trine University encourages student organizations, faculty and staff to develop and publish WWW pages through its servers. However, the University is not responsible for the content or accuracy of all pages accessible through its home page. Student organization and faculty homes pages, in particular, express the opinions of their

authors and in no way represent the policies of Trine University.

VIII. Distribution Policy

Prior to gaining access to Trine Computing Facilities all Users shall receive a copy of this Policy. **ACKNOWLEDGMENT AND AGREEMENT TO ABIDE BY THE POLICY FOR THE USE OF COMPUTING FACILITIES AT TRINE UNIVERSITY** By using the computing facilities at Trine, I agree to abide by the "Policy for the Use of Computing Facilities at Trine University" (the "Policy"). I further agree that my continued use of Trine Computing Facilities will acknowledge my agreement to abide by the Policy and subsequent amendments of this Policy.