



Category
Approval
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Responsible Party: Executive Director, Information Technology

Purpose:

The purpose of this statement is to set forth guidance and policy with regard to acceptable use standards for college Information Technology (IT) resources.

Preamble:

As a state educational institution, the Wichita State University Campus of Applied Sciences and Technology (WSU Tech) seeks to provide a learning environment that encourages the free exchange of ideas and the sharing of information. Such an environment includes usage of up-to-date IT resources providing access to local and national resources. Access to college IT resources is a privilege and WSU Tech expects all users to use such resources in a responsible manner. This statement is intended to set forth college policy relative to such expected responsible usage.

Policy Statement:

1. The following policies, rules and conditions apply to all users of WSU Tech resources (hereinafter "Users"). Violations of these policies are unacceptable, unethical and possibly unlawful. Violations may result in disciplinary measures that may include immediate revocation of access, termination of employment or student status and/or legal action.
2. IT resources provided by WSU Tech are made available to students, faculty, staff and others primarily as tools for enhancing and facilitating learning, teaching, scholarly research, communications and the operation and administration of the college. Uses which are not directly related to these purposes will be considered secondary activities and should such secondary activities in any way interfere with the activities primary to the operations of WSU Tech, they may be terminated immediately.
3. IT resources are the property of WSU Tech and should be used for the primary purpose of benefiting, enhancing and furthering the mission of the college.
4. For the benefit of those using college IT resources, and to facilitate the protection of those IT resources and the security of information contained therein, all full time employee users of college IT resources shall be required to complete a minimum of one (1) training session relating to the usage of said resources every twelve (12) months. Failure to complete such minimum

training requirements will result in the loss of the privilege of access to, and use of, college IT resources.

5. College IT resources are to be used responsibly, ethically and legally. The college supports the rights of academic freedom and a campus and computing environment open to the free expression of ideas, including controversial or unpopular points of view. Employees must accept the responsibilities and limitations associated with such rights. The college will not limit access to any information based solely upon its content if said information meets any reasonable standard of legality. Prohibited communications include, but are not limited to, those that are libelous, obscene, threatening, that discriminate against or harass individuals protected by law or college policy or transmissions of child pornography.

6. Each User is solely responsible for the usage incurred at a workstation and individuals with an assigned account may not share the account or permit others to use. If the User believes that an unauthorized person[s] may have used the assigned account, the User should contact the IT Department immediately. Users who intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere with the operation of the college's IT resources are subject to disciplinary actions pursuant to established college procedures, up to and including termination of employment or student status.

7. When an employee is terminated, resigns, retires, or is no longer performing duties on behalf of the college, access to administrative/informational systems, college provided devices and employee email will be terminated immediately. In these instances, or when a college employee changes positions or moves to another college department or unit, the employee's supervisor will be given access to the IT resources provided to that employee. A college employee or the employee's supervisor, in consultation with Human Resources, may ask the college's IT Director to provide access to the employee's IT resources to someone other than the employee's supervisor.

8. Users must abide by and comply with all applicable software licenses, copyright and intellectual property policies, and applicable federal and state laws.

9. Users shall not intentionally seek, provide or modify information in files or programs, or obtain copies of files or programs belonging to other computer users without permission. This includes all system files and accounts.

10. An account and a password are intended as entrance keys to the college's IT resources. They should not be used by anyone other than the assigned user.

11. The college's IT resources are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, political material or other unauthorized purposes or uses.

12. Users should refrain from acts that waste college resources and from usage that prevents others from using the college's IT resources in accord with this policy.

13. Users shall not intentionally develop or use programs that infiltrate the college's IT resources and/or damage the software or hardware components of said resources.

14. College IT resources should not be used for private or commercial gain. The posting of chain letters, representing oneself electronically as another user, or configuring hardware or software to intentionally allow access by unauthorized users are prohibited and will lead to appropriate disciplinary action.

15. The use of the college's IT resources to send, upload, download, post, transmit or store fraudulent, harassing, sexually explicit or pornographic materials, child pornography (as defined by state or federal law), profane, libelous, threatening, intimidating or other unlawful messages is specifically prohibited. Exceptions to this will be for the college Security Department, HR Department or IT Department engaged in legal investigations.

17. Access to the college's IT resources at any given time cannot be and is not guaranteed. While reasonable efforts will be made to provide access, Users must understand that access will sometimes be down due to power failures, system testing, maintenance and other special circumstances as determined by Information Technology Services.

18. The college employs various measures to protect the security of its IT resources and its User's accounts. However, Users should be aware that the college cannot guarantee security and confidentiality and that their use of college IT resources is not completely private.

19. The storage of social security numbers and credit card information on college provided devices is prohibited. Storage of any personal information is discouraged. This is in an effort to minimize identity theft for college constituents (e.g. students, employees, community partners and affiliates) and to be compliant with credit card industry security protocols. The college's information technology personnel are required to perform electronic scans to identify and remove social security numbers or credit card data stored on college provided devices. Exceptions to this policy may be made only with the approval of the IT Director in consultation with the appropriate college Executive.

20. Users should understand that delivery of email cannot be assured and that recovery of lost email may not be possible.

21. College personnel must have access to email and related information stored on college IT resources. This access is required for reasons that include retrieving business-related information, trouble-shooting hardware and software problems, preventing unauthorized access and system misuse or abuse, assuring compliance with software distribution policies and complying with legal and regulatory requests for information.

22. While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the college's IT resources require the backup and caching of data and communications; the logging of activity; the monitoring of general usage patterns; and other such activities that are necessary for the rendition of service. The college may also specifically monitor the activity and accounts of individual users of college IT resources,

including individual login sessions and the contents of individual communications, without notice to the User; provided, however, that any such individual monitoring must be authorized in advance by the college's IT Director in consultation with the HR Department.

23. The college, in its discretion or as required by law, judicial or regulatory order, may disclose the results of any general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings.

24. Communications made using college IT resources are considered to be non-confidential communications and that they should have no expectation of privacy regarding such communications. Such communications may be subject to disclosure through legal proceedings and/or may also be subject to access and disclosure pursuant to the Kansas Open Records Act.

25. By using college IT resources, individuals and other entities agree to abide by all applicable policies and procedures adopted by the college, the Kansas Board of Regents, the state of Kansas, and the usage guidelines of other networks linked to the college's IT resources.

¹ For purposes of this policy, college IT resources are used for the electronic transmission of information, and, include, by way of illustration and not limitation, telecommunications, wireless transmissions, all equipment (including laptop computers), software, networks, Internet access, data and modems provided by or otherwise made available through WSU Tech, whether leased or owned, and located in college libraries, computing centers, college and departmental computer labs, public access computers in student residence halls and remote centers.

² WSU Tech access to the WSU Ethernet backbone is provided for the use of currently enrolled students, currently employed faculty and staff, and certain other designated affiliated users. Others shall be allowed limited access to certain IT resources, i.e., library computers and remote access to the public components of the network, provided that said resources are used for academic purposes deemed to further the mission of the college.