

# Computer Policies: Information Technology Services

## Introduction

WJU Information Technology (IT) Policies are based on a commitment to support ethical behavior and the proper use of WJU IT resources that are intended for educational and research purposes only. WJU IT Policies govern the use of all IT facilities and related resources, including personally owned systems connected to a WJU IT resource. IT resources include, but are not limited to, all University-owned or leased computer hardware, software, network components (i.e. routers, switches, hubs, access points) and physical infrastructure. IT resources also include all privately owned computer systems and/or related equipment connected in any way to a University IT resource. As with all matters of law and ethics, ignorance of the rules does not excuse violations. Policy violations may result in the suspension or revocation of IT resource privileges. Students are expected to understand the principles underlying these policies and act in accordance with them.

This document is designed to address common issues and answer questions frequently asked about the WJU Academic Network (WJUNet), the Residence Hall Network (ResNet) and other IT resources at WJU. This document is not a complete listing of rules, policies, regulations, and procedures. More information can be found at the WJU IT web site (<http://www.wju.edu/technology>). All persons who use University IT resources (including servers, network, and computing systems) are expected to use the resources in a manner that advances the mission of the University. In terms of Internet service, our first priority is to meet the academic needs of students, faculty, and staff. Under no circumstances is anyone authorized to engage in any activity that is illegal under local, state, and/or federal law while utilizing University IT resources.

The University is not responsible for the loss of information from IT resource misuse, malfunction, or external contamination of data or programs. Individual users are responsible for backing up copies of their data, files, programs, and disks.

The Digital Millennium Copyright Act (DMCA) is a federal law that outlines prohibitions regarding unauthorized use (including distribution) of literary and artistic works in digital form. The University prohibits the use of IT resources for violation of any local, state, or federal law.

## Cardinal On-Line

The Cardinal On-Line web site, <http://cardinal.wju.edu>, has been designed for the students of WJU as a gateway to online resources. Links to computer network information, email, class web sites, special announcements and more account for the bulk of the site. Student Government and key University offices use this site to post important information for students.

**Cardinal On-Line Policy:** Any statement and/or opinion expressed in the Cardinal forums represent the views of the message's author, and do not necessarily reflect the views of Wheeling Jesuit University. Each user is required to use the forums in a manner consistent with University policies and local, state, and federal laws. Users may not post messages that harass, intimidate, demean, insult, slander, defame, annoy, or threaten others. Report concerns to the Dean for Student Development.

## **Policy Summary**

Failure to adhere to policies, or a violation of an external network's policy, can result in the suspension of IT resource privileges, disciplinary actions, prosecution under state and federal laws where applicable, and/or termination or expulsion. University sanctions are imposed by the appropriate University authority.

Federal law prohibits the transmission (sharing) of copyrighted material without the express written permission from the copyright holder. Copyrighted works, including original writings, software, movies, and music, may not be shared on WJUNet and/or ResNet. WJU may be required to submit student information to a third party, if subpoenaed to do so by a DMCA notification of copyright infringement. Therefore all devices connected to WJUNet and ResNet must be registered with ITS.

The University reserves the right to restrict access to any service detrimental to the University's IT resources. Using traffic intensive applications that may cause problems or dilute the level of service to other users is prohibited. Attempts to bypass restrictions (such as the use of tunneling protocols) will be considered a violation.

Servers of any kind are prohibited on ResNet. If someone can access files on one computer from another computer system, it will be considered running a server.

Each student is assigned an Ethernet port. Sharing of this port with more than one computer or device at a time is prohibited. This prohibition extends to the use of routers, switches, hubs, and/or multihomed computer systems performing as a router or proxy server.

The transmission and/or storage of information that is obscene, pornographic, harassing, vulgar, fraudulent, or disparaging are prohibited on all University IT resources.

E-mail and other programs (i.e. instant messengers, etc.) that communicate with other people must be used courteously. Unsolicited, harassing, or obscene messages may not be sent to other people. Chain letters are prohibited. The University e-mail systems are for appropriate educational, instructional, and academic purposes only. Global mailings to all students must be approved by the Dean for Student Development.

WJU has implemented basic security and privacy measures as part of routine operations to protect from service degradation and the effects of illegal activity, such as computer attacks. It is important that each individual also take reasonable security and privacy precautions to protect against computer viruses and other computer attacks, which may result in loss of data, unintentional release of personal information, or a negative impact on WJU IT resources. Network configurations are assigned by the University. Manually assigning Internet Protocol (IP) addresses to computer systems is prohibited. Registration of a domain to a University IP address is prohibited, including use of direct DNS resolution and DNS aliasing.

Students are responsible for any network activity linked to their user accounts and/or computer system. Students have the responsibility to safeguard their account and computer system with a confidential password not known by anyone else.

For security reasons, the University may require students to provide authentication tokens prior to using IT resources. Students are prohibited from attempting to circumvent any authentication system. In addition, students may not attempt to hide their identity or impersonate another's identity, including masking of account name, computer system name, and/or computer system address information.

The installation of personal software, games, or other recreational software on University IT resources is prohibited. The use of University IT resources to access games and recreational services or for personal profit is prohibited.

The privacy of all users and of all their information should be respected by all. While the University desires to provide a reasonable level of privacy, the University cannot guarantee the confidentiality of information created, stored, or transmitted on University IT resources, including WJUNet and/or ResNet. Unauthorized users of a system, or authorized users suspected of violating policy are not afforded the same protection from invasion of their privacy.

Any attempt to delete, examine, copy, or modify configurations, files, and/or data belonging to others or stored or transmitted on University IT resources is prohibited.

For security and maintenance purposes, authorized individuals within the University may monitor any and all information technology resources, including servers, computer systems, and network traffic at any time.

Any attempt to disable, disrupt, or interfere with a University information technology resource is prohibited. This includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information.

### **ResNet – Getting Connected**

Information Technology Services (ITS) provides network connections to all WJU residents at no charge. It may, however, be necessary to purchase additional hardware in order for a personally owned computer to connect to the Residence Hall Network (ResNet). The ITS web site, <http://www.wju.edu/its>, has information regarding system recommendations, configuration instructions, and connection and help forms.

Each student must register his/her computer with ITS via the online Network Registration process. To connect to the Network Registration system, visit <http://resnet.wju.edu>. This web site will guide students through installing anti-virus and anti-spyware software. Contact the HelpDesk at x4357 if there are problems or questions during the registration process. A Network Trouble Report may be completed at any time for any problem using or accessing ResNet by calling the ITS HelpDesk at xH-E-L-P.

All users connected in any way to the ResNet must follow the Acceptable Use Policy and other policies related to specific services or systems being used. More information on policies and procedures can be found at the ITS web site, <http://www.wju.edu/its> and the WJU Technology web site, <http://www.wju.edu/technology>.