

COMPUTER USE POLICY

Primary Principles

Freedom of expression, personal responsibility and an open environment to pursue scholarly inquiry and the sharing of information are encouraged, supported and protected at Life University. These values lie at the core of the academic community.

Concomitant with free expression are the personal obligations of each member of our community to use computer resources responsibly, ethically and in a manner that accords to both the law and the rights of others. The campus depends first upon a spirit of mutual respect and an open community of responsible users.

Guidelines

These guidelines set forth standards for responsible and acceptable use of Life University computer resources. They supplement existing Life University policies, agreements, state, federal laws and regulations. Computer resources include host systems, Life University-sponsored computers, workstations and devices, web-hosted information, communication networks, software and files.

Computing resources are provided to support the academic research, instructional and administrative objectives of the University. These resources are extended for the sole use of University faculty, staff and students, and other authorized users to accomplish tasks related to the user's status at Life University, and consistent with Life University's mission.

Users are responsible for safeguarding their identification (ID) codes (Logins and Passwords) and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her (Logins and Passwords) and for all network activity originating from his or her data jack or computer at the time and date used. Students should never share their student ID, username or passwords with others. Students are also advised to use a unique password for university systems and not to use the same passwords they use for personal, financial or social websites and services.

Violation of these guidelines constitutes unacceptable use of computer resources and may violate other University policies and/or state and federal law. Suspected or known violations should be reported to the appropriate Life University computing unit. Violation may result in revocation of computer resource privileges and student disciplinary action or legal action.

User Responsibilities

The following provisions describe conduct prohibited under these guidelines:

- a. Altering system software or hardware configurations or disrupting or interfering with the delivery or administration of computer resources.
- b. Attempting to access or accessing another's account, private files or email without the owner's permission; or misrepresenting oneself as another individual in electronic communication.

- c. Installing, copying, distributing or using software in violation of: copyright and/or software agreements, applicable state and federal laws, or the principle described in Using Software. Guides to ethical and legal use of software for members of the Academic Community are available on the Life University Library website under Library101-Section 1, Copyright Education.
- d. Using computer resources to engage in conduct that interferes with other's use of shared computer resources and/or the activities of other users, including studying, teaching, research and University administration.
- e. Using computer resources for commercial or profit-making purposes without written authorization from the University.
- f. Failing to adhere to individual department or unit lab and system policies, procedures and protocols. Allowing access to computer resources by unauthorized users.
- g. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, theft and unauthorized access.
- h. LIFE students' network access accounts are provided primarily for official communications from the University and are not provided for private or personal use. Incidental personal use is permitted, as long as those uses do not violate: the law; restrictions that derive from the LIFE's tax-exempt status; LIFE's policies, ordinances, rules, and guidelines; and contracts the LIFE has made.
- i. LIFE students' network access accounts may not be used for commercial or profit-making purposes unrelated to Life University business. Students must not use their LIFE student email accounts for any commercial use for personal profit, including publishing their own or other students' email addresses for commercial activity contacts. Users must not use their LIFE student email accounts for any commercial use, unless authorized in writing by LIFE administrative officials. Violation of these rules can result in termination of the student's LIFE network access accounts.
- j. The LIFE Directory is provided as a service to the faculty, staff, and students of Life University. The email addresses contained in the LIFE Directory are not intended for general public communication, for private use, or for personal use. The email addresses contained in this Directory may not be used for commercial or profit-making purposes unrelated to University business. Anyone who obtains email addresses from this Directory must not send bulk email or emails to more than ten (10) recipients in this Directory unless each addressee has given written consent to be included on the list or the sender has received written authorization from LIFE administrative personnel.

Administration

The maintenance, operation and security of computer resources require responsible Life University personnel to monitor and access the system. To the extent possible in the electronic environment and a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the other applicable state and federal laws, and the needs of the University to meet its administrative, business and legal obligations.