Computer and Information Systems
Policies, Procedures, Plans and Standards

University Acceptable Use Policy

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1.0 Introduction/Purpose

The purpose of the Acceptable Use Policy is to enable the appropriate, effective and efficient use of campus technology resources for University business, academic instruction. This policy outlines individual responsibilities concerning the legal and ethical use of University computer systems, network resources, and electronic information. By definition, all University information technology resources, including computer hardware, software, data, and physical and network infrastructure, as well as all personally owned devices connecting to these resources, fall within the purview and intent of this policy.

Seattle Pacific University is a Christian educational community committed to integrating faith with learning and life. We strive to use all of our resources (including technology, computers, networks, and information itself) to the glory of God. We encourage members of the University community to make faith in Christ the authentic center of their lives. This transforming and developmental process enables Christian growth and maturity by promoting the spiritual disciplines, fostering spiritual mentoring, modeling a community of love, justice, reconciliation, support, authenticity and civility; encouraging an informed and thoughtful faith; and cultivating and advancing faith through service.

All communities expect that their members will uphold certain standards of behavior and contribute to the welfare of the group in specific ways. The expectations of the Seattle Pacific University reflect the commitment to Christian philosophy of education in the context of a Wesleyan heritage, and obligation to abide by local, state and federal statutory requirements.

2.0 Declaration of Intended Use and University Responsibilities for Enforcement and Privacy

Information technology resources and access is provided for the explicit and sole purpose of fulfilling official business and the academic and social functions of the University. Seattle Pacific maintains the right of ownership for these assets and all information communicated, stored, and processed within. Rights of ownership extent to SPU email, Banner, and similar user accounts which, while provided to and on an individual basis are done so specifically for use in the context of approved business or academic function. As such, these accounts and all associated information are the property of the University.

Seattle Pacific University reserves the right to audit/inspect any computer system (personal or University owned) that is or has connected to the SPU network for alleged or confirmed violations of Acceptable Use, and to execute and enforce disciplinary measures as deemed appropriate. The University reserves the right to audit and monitor all information stores and network transmissions within the campus network regardless of their source of origin.

In order to ensure personal privacy and the confidentiality of sensitive information, any violation of the policies set forth herein will be investigated through official University channels: Human Resources (faculty and staff members), the Office of Student Life (students), or other agents as designated by Office of the President. Specific actions to investigate and resolve infringements will be at the discretion of the investigating authority. Computer and Information Systems will act under the direction of the University's designate when investigating allegations of abuse, conducting investigations, or enforcing disciplinary measures. Procedures for enforcement and privacy are further detailed in the *SPU Privileged Audit Policy*.

3.0 Individual Responsibilities for Acceptable Use

The following provisions outline individual responsibilities associated with "Acceptable Use." In the event that aspects of use are not specifically delineated, the original intent of this policy as outlined above shall form the basis of interpretation and decision making.

Information technology resources are to be used for authorized purposes only as established by one's role with the University. Use is governed by the provisions for lifestyle and employment expectations, and in local, state, and federal law.

Seattle Pacific University does not permit the sharing of personally-assigned accounts and/or passwords. Users must take appropriate and reasonable measures to protect the integrity, exclusiveness, and confidentiality of individual resources and account credentials.

Misrepresenting or masking your identity, affiliation, or equipment is expressly prohibited.

Persons with authorized access to confidential, sensitive, or strategic University information are to take appropriate steps to ensure the integrity and preservation of such information on whatever device that data resides. Further considerations and

responsibilities for handling sensitive and/or confidential information are set forth in the *SPU Data Classification and Retention Policy.*

Network access is made available for the exclusive use of University employees, students, alumni and other agencies or individuals that have a contractual relationship with SPU. To ensure the functionality, availability and security of University technologies, personal devices may not interfere with University provided services, functions or roles. Persons may not use any technologies that serve to bypass controls for ingress to or egress from the campus network, nor may individuals extend network access beyond that which is provided by SPU.

Users are responsible to ensure that personal devices connecting to the campus network are properly configured so as to not pose a threat to other devices and resources. All devices must be clearly identifiable via electronic means, and where applicable, must authenticate through appropriate network access channels. It is a violation of University policy to bypass or attempt to bypass controls for authentication, system maintenance, firewalling and routing, and device health assurance.

Alternate Internet Service Provider (ISP) connections to or from campus buildings are not permitted.

Use of campus technologies and facilities for personal commercial gain is prohibited.

No one shall deliberately attempt to degrade the performance of any of the University technology systems. Users are to refrain from monopolizing systems, overloading networks with excessive data, wasting computer time, connect time, disk space, printed paper or other information technology resources.

No one shall create, modify, execute or retransmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of any computer facilities, software, or information, either inside or outside of the University. The use of personal devices to "snoop" on the activities of other users (network traffic capture) is strictly forbidden.

Persons may not harvest or distribute SPU email addresses for use by any third party. Message content should be strictly of a business or academic nature when sending bulk email messages to campus email recipients. Solicitation and spamming through SPU email is prohibited, as is the harvesting or generation of spam email to any Internet email recipients. Email should not be used for advertising or broadcasting unsolicited messages or annoying other users or for commercial or partisan political purposes.

Intellectual Property
The University encourages the legal and authorized sharing of information and the free expression of ideas. SPU also recognizes and respects intellectual property rights. There is an obligation on the part of all those who use these facilities to respect the intellectual and access-rights of others who own or use the resources.

All software (including program applications and multimedia such as music and movie files) is considered copyrighted work unless specifically designated as freeware or open source. In keeping with provisions for intellectual content and copyright ownership, therefore, persons are prohibited from downloading, sharing or making available for distribution or modifying copyrighted material without the express permission from the owner.

Inappropriate Content
Seattle Pacific University policy defines a number of categories of content that are contrary to University lifestyle expectations and inappropriate within our campus environment. Such content is not allowed to be sent or stored on University resources and includes material sent or viewed on the Internet, via email, diskettes, file transfer or any other electronic means; whether written, graphics or images, aural or visual. Specific categories of inappropriate content include:

- **Sexual** - Obscene, pornographic, sexually explicit, or sexually offensive material.
- **Harassing or Slanderous** - Material that is intended to threaten other individuals or groups.
- **Academic Dishonesty** - Material that might be used to cheat, plagiarize or in other ways receive academic benefits without performing the actual work.

SPU reserves the right to modify or expand upon these categories as deemed appropriate by the University President.

Content Filtering
After careful review by President's Staff and consultation with the President's Cabinet, President Eaton accepted a recommendation from the Office of Student Life (OSL) and Computer and Information Systems (CIS) that SPU initiate a blocking mechanism to prevent access to sexually objectionable web sites. Internet blocking of offensive content began May 4, 2000 and continues to date. Attempts to circumvent Seattle Pacific University's *Appropriate Content and Content Filtering* policies are expressly prohibited; violations are subject to disciplinary review and action.

All members of the SPU community are expected to participate in assuring the legal and ethical use of University resources as set forth in this *Acceptable Use Policy*. Suspected or confirmed violations of any provisions set forth herein are to be promptly reported to appropriate University designate.