ALCORN STATE UNIVERSITY CENTER FOR INFORMATION TECHNOLOGY SERVICES

ACCEPTABLE USE POLICY

Revised: July 2019

I. Introduction

This policy governs the use of computers, computer-based networks, and related equipment administered by Alcorn State University (ASU). Under the federal statutes and the section of the Mississippi Code that regulate the use of these resources, The Alcorn State University Center for Information Technology Services (CITS) is required to ensure that this equipment is used properly and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, IHL/University policy, and a productive work environment.

II. General Principles

Appropriate use reflects academic honesty and ethical behavior, and demonstrates consideration in the consumption of shared resources.   It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

III. Authorized Use

Individuals may use ASU computing and networking facilities only with the express authority of ASU. Using an account that belongs to another individual or giving an individual other than the owner access to an ASU account is prohibited. Each user is responsible for all activity originating from his or her account. CITS management authorizes system accounts and the use of lab facilities. In certain cases, such as with remote Nursing School facilities, CITS management may designate an acceptable use agent to authorize accounts.

Individuals found using ASU computing and networking facilities without express authorization are subject to disciplinary action and criminal prosecution.   Individuals found assisting others in gaining unauthorized access to ASU computing and networking facilities are subject to the suspension or revoking of computing privileges, disciplinary action and criminal prosecution.

IV. Acceptable Use

Acceptable use of ASU computing and networking facilities includes:

- The support of instructional activities (e.g., to complete class projects or conduct activities relevant to class work)
- The support of institutionally sponsored research, including thesis work
- The support of independent study and research by authorized users
- The facilitation of official work of state and university offices, departments, agencies and sanctioned campus organizations.

ASU computing and networking facilities may not to be used for commercial purposes, personal financial gain, or partisan political purposes. Because ASU computing and networking facilities serve diverse purposes and diverse constituencies, rules for use may vary somewhat across systems and labs. Activities having valid educational benefits, but which are not specifically tied to class work or research, are generally allowed; however, they may be limited or banned on certain systems at the discretion of CITS management, according to system load and system function.   For example, due to the limited number of stations, game playing in ASU labs is strictly prohibited, unless the activity is required as part of a university course. System and lab dependent policies are communicated to users through on-line messages, news items, and lab postings.   Compliance with the ASU Acceptable Use Policy requires compliance with all system and lab dependent policies. Misuse or abuse of ASU computing and networking facilities is a violation of the ASU Acceptable Use Policy; violators are subject to the suspension or revoking of computing privileges, disciplinary action, and criminal prosecution in cases of violations of state or federal law.

V. Computer Software Usage

ASU computing and networking facilities utilize many software applications with a wide range of license and copyright provisions. Users are responsible for availing themselves of appropriate information and complying with the license and copyright provisions of the software that they use. Moreover, ASU computing and networking facilities are subject to the Alcorn State University Policy Statement on Software Usage:

- Alcorn State University prohibits the unauthorized copying or electronic transmission of copyrighted computer software, computer data, and software manuals at Alcorn State University unless appropriate written consent is obtained from the software vendor or licensor.
- Such unauthorized duplication is grounds for disciplinary action by the University and is subject to criminal prosecution under Mississippi Computer Statutes-(Sections 97-45-1 through 13), as well as under the Federal Computer Fraud and Abuse Act of 1986.
- According to the U.S. Copyright Statutes, illegal reproduction of software can be subject to civil damages of $50,000 or more and criminal penalties including fines and imprisonment. Under the Mississippi Computer Crimes Law, the maximum fine is $10,000 and the maximum imprisonment sentence is five (5) years.

VI. User Responsibilities

Respect the integrity of the Alcorn State University Center for Information Technology Services (CITS) computing environments and computing environments reachable by ASU network connections. No individual shall, without authorization, access, use, destroy, alter, dismantle or disfigure ASU technologies, properties or facilities.   Refrain from any attempt to circumvent or subvert system securities and/or protections. Do not use ASU computing and networking facilities to gain illegal access or entry into other computers. ASU users must follow any policies (which may be more restrictive than this policy) governing the use of any remote hosts accessed.   Respect the privacy of other individuals.

Respect the finite capacity of systems.   No individual shall monopolize or hoard resources, including lab stations (PC, workstation, terminal), printing facilities, dial-in connections, limited-use software licenses, and system resources such as CPU, disk, and memory.   Use computing and networking facilities in a manner that promotes a productive and professional working environment-locally, nationally, and internationally. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research.   Individuals should not use electronic communications systems such as E-mail to harass others or to interfere with their work. Other examples of misuse include: (1) sending unsolicited messages, mail or communications of any kind to persons who have not requested it or who cannot be reasonably expected to welcome such communications; (2) printing or displaying materials (images, sounds, messages) that are unsuitable for public display or that could create an atmosphere of discomfort or harassment for others. ASU computing facilities are not to be used in a wasteful or frivolous manner (e.g., typing up system or network resources with computer-based   game playing, sending trivial or excessive messages, printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are available, etc).   Protect your account. Even the best computer systems cannot protect the individual who fails to conceal his or her password.   To prevent abuse of your account, (1) physically protect your session, (2) never record a password where it could be found, and (3) never reveal your password. Follow CITS guidelines for password selection and change your password often. Inform CITS when you leave the institution so that your account may be properly closed. Failure to act responsibly in the use of ASU computing facilities is a violation of the CITS Appropriate Use Policy; violators are subject to the suspension or revoking of computing privileges, disciplinary action, and criminal prosecution in cases of violations of state or federal law.

VII. CITS Rights and Responsibilities

Acknowledgment of this policy statement authorizes appropriate CITS system or network personnel, under the direction of CITS management to examine user files and activities, if necessary. No guarantee of complete privacy is made. CITS management reserves the right to stop any process, restrict any individual's use, inspect, copy, remove or otherwise alter any data, file, or system resource that may undermine or adversely affect the overall performance or integrity of the computing and networking facilities.   CITS system and network administrators have taken reasonable precautions to ensure that potentially offensive materials do not reside on local facilities; however, CITS cannot be held responsible for materials on remote sites.   Individuals are cautioned to exercise judgment in accessing such materials.

VIII. Consequences

Violation of CITS Appropriate Use Policy may result in the following penalties:

*Suspension for varying amounts of time or the permanent revoking of computing privileges. CITS management reserves the right to revoke the computing privileges of individuals who have violated this policy until suitable, comprehensive disciplinary action is determined.
*Reporting of the violation to the appropriate Disciplinary Advisory Committee for the user's institution.
*Referral to the appropriate law enforcement agency in cases of violations of state and federal law.

ALCORN STATE UNIVERSITY CENTER FOR
INFORMATION TECHNOLOGY SERVICES
COMPUTER ACCOUNT REQUEST FORM FOR
INTERNET USE

Before this form will be processed, you must have a signed C.I.T.S. Acceptable Use Policy on file.

Today's Date_____ASU ID_____

Last Name	First Name	Middle Name	**Mr. Mrs. Ms. Dr.**
			(circle one)

Department	Title	**Campus**
		LMN[] NTZ[]
		VBG[] EXT[]

Phone Number   Fax number

University Classification (check one)	
Undergraduate	
Graduate	
Faculty	
Staff	
Other	
Non-University	

Please submit a fully completed form to:

Suite Room #316, WWACB
Center for Information Technology Services
Please allow 3 days to create email account.

Official Use (Do not write below)
Status: Approved_____ Pending_____ Not Approved_____
ID: _____ **temp**Password_____
E-mail Address:_____

ALCORN STATE UNIVERSITY CENTER FOR
INFORMATION TECHNOLOGY SERVICES
ACCEPTABLE USE POLICY

Version 2.2 (Revised: July 2019) **Please return with application. I have read the C.I.T.S.**

Acceptable Use Policy, understands it, and agrees to comply with it.

Name **(please print**):_____ **Date:**_____

Signature:_____