Title: Acceptable Use Policy – CLASS Computing Infrastructure

IT Code: 50000

Purpose: Use of the CLASS Computing Infrastructure is a privilege granted to CLASS employees. This policy is essential for managing and sustaining the integrity of the CLASS Computing Infrastructure. The policy reflects privileges and responsibilities of full time, part time and contracted staff employees. If your status within CLASS changes (i.e. from staff to faculty, etc.) you are bound by the acceptable use policy under your new status unless CLASS IT is otherwise notified.

Procedure:

ACCEPTABLE USE OVERVIEW

The following represents a guide to the acceptable use of the CLASS Computing Infrastructure. Compliance with the policy is required for Network access. Any user - in order to use the network, or any other networks which are used as a result of their CLASS Computing Infrastructure connection, must comply with this policy. Logging into the Network constitutes agreement to comply with the AUP.

Responsibility for learning about and complying with CLASS’ Acceptable Use Policy ultimately rests with the individual. CLASS IT will assist the user in understanding acceptable and unacceptable uses.

In general, the main principles of the CLASS Computing Infrastructure Network Acceptable Use Policy include the following:

- To respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user.
- To respect the legal protection provided by copyright and license to programs and data.
- To respect the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
- To respect the purpose of the CLASS Computing Network
POLICY AND GUIDELINES

The following policies and guidelines will be applied to determine acceptable use of the CLASS Computing Network.

Users of the CLASS Computing Network are expected to practice cooperative computing. Cooperative computing includes, but is not limited to, the following:

- Reading and deleting E-mail on a regular basis (min. two to three times weekly)
- Use mailing lists and list servers responsibly; stop mail while away for extended periods of time i.e. vacation leave
- Reviewing and deleting unneeded files weekly from one's account
- Refraining from excessive use of connect time, information storage space, printing facilities, or processing capacity
- Refraining from excessive use of interactive network utilities
- Refraining from use of sounds and visuals which might be disruptive or offensive to others
- Refraining from use of any computing resource in an irresponsible manner
- Refraining from unauthorized use of departmental or individual computing resources, such as a personal or departmental laser printer or modem
- Malicious use is not acceptable.

The CLASS Computing Network may not be used in ways that violate applicable laws or regulations. Use of the CLASS Computing Network in a manner that precludes or significantly hampers it's use by others is not allowed.

Malicious use includes, but is not limited to, the following:

- Harassment of other users
- Libeling or slandering other users
- Destruction of or damage to equipment, software, or data belonging to CLASS, The University of Michigan, or other users
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material
- Violation of computer system security
- Reconfiguring CLASS computer resources or installing software without permission from the CLASS IT System Administrator
- Use of access codes or network identification numbers assigned to others
• Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
• Academic dishonesty (plagiarism, cheating, et al)
• Violation of software license agreements
• Violation of another user’s privacy
• Displaying, sending or creating links to offensive materials
• Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established
• Use of the network for games is not acceptable. Such use places a heavy load on scarce resources and limits other user’s access time for accomplishing work requirements.

The user has responsibility for maintaining the security of information stored on the CLASS Computing Network and policies governing the Network as well as personal data.

Therefore:

• Users are prohibited from sharing their personal computer accounts, passwords and other types of authorization with others.
• Creating viruses is prohibited.
• The user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or distributor of these processes.
• Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user.

CONFIDENTIALITY

In general, CLASS will treat information stored on the CLASS Computing Network as confidential whether or not that information is protected by the computer operating system. Viewing of information in the course of normal work responsibilities or system maintenance is not a breach of confidentiality.

All users of the CLASS Computing Network are responsible for respecting and adhering to University, local, state, federal and international laws as well as the laws governing MICHNET and other information providers. Any attempt to break those laws through use of the CLASS Computing Network may result in action against the offender by the proper
authorities. If such an event should occur, CLASS will fully comply with the authorities to provide any information necessary for investigation and compliance.

DISCLAIMER

As part of the services available through the CLASS Computing Network, users will have access to a large number of conferences, lists, bulletin boards, and information servers. Some of these may contain objectionable material.

CLASS assumes no responsibility for the content of those entities over which it has no control. Please be aware of the potentially offensive material found in those archives. CLASS neither assumes responsibility for, nor endorses, any of the content found therein.