APPROPRITAE USAGE (INFORMATION TECHNOLOGY)

1. Appropriate Usage

PURPOSE:

This document constitutes a university-wide policy for the appropriate use of all Kentucky State University (KSU) computing and network resources. It is intended to provide effective protection of individual users, equitable access, proper management ofthose resources and the data residing thereon. These guidelines are intended to supplement, not replace all existing laws, regulations, agreements, and contracts, which currently apply to those resources. Access to the University's technology resources is a privilege and all users have the responsibility to make use of these resources in an efficient, ethical, and legal manner.

POLICY:

Access to KSU networks and computer systems is granted subject to University policies and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; copyright laws; ownership of data system security

resources. The University will limit access to the following category of internet sites known to cause malicious activity, phishing,malware and known legal sharing sites.

Appropriate Use

Appropriate use of information technology resources includes instruction; independent study; authorized research; independent research; and official work of the offices, units,recognized student and campus organizations, and agencies of the University.

Authorized use of KSU-owned or operated computing and network resources is consistent with the education, research, and service mission of the University. All otheruse not consistent with this policy may

- Using facilities, accounts, access codes, privileges, or information to which access isnot authorized;
- Viewing, copying, altering, or destroying any files without explicit permission;
- Falsely representing one system user electronically as another user;
- Cheating and/or forwarding chain letters;
- Possessing, posting, accessing or distributing obscene materials. Examples includebut are not limited to materials that contain pornography, racial slurs, expletives;
- Abusing, harassing, threatening, stalking or discriminating against others by use ofcomputing resources;
- Game playing that interferes with academic or administrative use by others;
- Making, distributing, or using unauthorized copies of licensed software (seeComputer Software Policy and Copyright and Educational Fair Use Policy);
- Obstructing workflow by consuming large amounts of system resources, such as diskspace, CPU time, etc.
- Introducing destructive software, e.g. "virus" software, or precipitating systemcrashes;
- Running or otherwise configuring software or hardware to intentionally allow accessby unauthorized users;
- Attempting to circumvent or subvert any system's security measures;
- Advertising for commercial gain or distributing unsolicited advertising;
- Disrupting services, damaging files, or intentionally damaging or destroyingequipment, software, or data belonging to KSU or other users;
- Using computing resources for unauthorized monitoring of electroniccommunications;
- Employees are also responsible for NOT storing personal files (pictures, music,videos etc.) on any University network resource.

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Reporting Violations

Sanctions

System users in violation of this policy are subject to the full range of sanctions, including the loss, without notification, of computer or network access privileges, disciplinary action, dismissal from the University, and legal action. Some violations mayconstitute criminal offenses, as outlined in Kentucky statutes and other local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

In instances of unauthorized use, departmental leaders have the authority to deny accessto KSU's computers and network systems under their control.

Questions regarding this policy should be directed to the Information Technology HelpDesk.

2. Entities Affected

- Information Technology
- Student Engagement and Campus Life
- Office of Human Resources

3. Policy Owner/Interpreting Authority

Executive Vice President for Finance and Administration
Chief Information Technology Officer

4. Related Policies

5. Statutory or Regulatory References