UNIVERSITY POLICY SA-01.03-06/01

DATE: June 21, 2001

TO: University of West Florida Community

FROM: Morris L. Marx, President

SUBJECT: Residential Network Services (ResNet) Privacy Policy

AUTHORITY: Section 240.227 F.S

Policy/Purpose: Interprets Rules 6C-6.010 and 6C6-3.014, F.A.C.

Information Technology Services (ITS) will perform only the minimum amount of monitoring required to manage the Residential Network Service (ResNet) network. This consists of the information required to track the assignment of network IP addresses to specific machine interface (MAC) addresses and the assignment of machines to ports on network hubs and switches, with the intent of being able to recover the assignment of an LP address or network port to a specific machine at any point in time. Any other monitoring performed on a regular basis shall be for the purposes of managing network performance, detecting violations of the ResNet acceptable use policy (particularly the running of servers on ResNet), or monitoring attempted intrusions into the ResNet network from the outside. Outside of these parameters, ITS expressly will not monitor the activities of ResNet users on a routine basis, particularly their activities on the Internet such as the web sites that they visit.

Special cases may require more in-depth monitoring such as, responding to a complaint, investigating an allegation of abuse or analyzing certain network problems. In these cases where more extensive monitoring is performed, the approval of the Assistant Vice President for Information Technology is required, and the monitoring will usually end when the analysis or investigation is concluded. The Assistant Vice President will control the final disposition of the records obtained during such monitoring, including maintenance of these records for the purposes of the public records law.

The intent of this policy is to respect, where possible, the privacy of ResNet users and their activities on the network, and to prevent the collection of information that might compromise that privacy if the university were required to surrender that information to a third party in response to a public records request. However, this intent is secondary to the university’s need to protect network security, manage the performance of the network, and enforce the acceptable use policy.

The University of West Florida is a non-profit, state government institution of higher education. As a state agency in Florida, the University of West Florida is subject to Florida Public Records Law as defined by Chapter 119 F.S. All users of the ResNet network need to be aware that Florida Public
Records Law requires the university to disclose, to anyone who asks, any records that the university has made or received in the course of conducting state business, unless there is a specific legal basis for maintaining the privacy of the requested records.

APPROVED: 

DATE: July 5, 2001

Dr. Morris L. Marx, President

06/21/01