Student Computer Use Policy

The University of West Florida
Pensacola, Florida
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Disclaimer:
The provisions of this policy and the services and facilities described in it are subject to change. This policy publication does not imply or warrant the University’s obligation to provide computing services and facilities.
Information technology has become an integral part of University life, playing a role in teaching, learning, research and scholarly pursuits, and communication. The University of West Florida seeks to provide its students, faculty, and staff with easy access to a wide array of information technologies and information resources. UWF encourages all of its students to use information technology and to gain the basic computing proficiency required to participate in the emerging Information Age.

However, we all must use the University’s information technology resources responsibly and appropriately. UWF provides information technology resources for specific University purposes. Any other use of these resources is abusive. Thus, all members of the University community must act as responsible citizens of our electronic community, and use resources in a manner that is fair, honest, ethical, and sensitive to the rights of others.

The following policy provides UWF students with guidelines regarding such use, so that they may be informed, responsible participants in the “electronic University.”

Morris L. Marx, President
The University of West Florida
What is Information Technology?

Information technology includes all computer or electronic resources that are utilized in the search, access, acquisition, transmission, storage, retrieval, or dissemination of data. At the University of West Florida, information technology consists of a variety of computing and network resources including computers, workstations, associated peripherals, networking equipment, software applications, and data files.

These resources - which play an important role in the instruction, research, and administration of the university - may be owned, leased, operated, or contracted. Information Technology Services (ITS) and the various colleges, departments, and institutes that make up the University, administer the University technology resources.

Guidelines for Appropriate Use of Information Technology

The use of information technology at The University of West Florida carries an associated expectation of responsible and acceptable behavior. All students at UWF are obligated to use these resources in accordance with applicable laws and these standards of honesty and personal conduct and in ways that are responsible, ethical, and professional. Individual units within the University may define additional conditions of use for resources under their control. The account privilege of using information technology resources at The University of West Florida is not transferable or extendible to others in or outside of the University by the account holder. Because University technology resources are not unlimited, priority may be given to certain users or certain groups of users in support of the University’s mission.

The University of West Florida recognizes the importance of information technology resources in accomplishing the University’s missions and strives to provide a robust and open computing environment. Students are encouraged to use University resources in the pursuit of academic and scholarly work. Faculty and staff are
encouraged to use information technology resources in the course of legitimate University business and educational endeavors. Appropriate uses of technology resources include instruction, independent study, authorized research, independent research, and the official work of campus organizations and agencies.

In addition to University rules and the Florida Board of Regents regulations, students must observe and comply with federal, state, and local laws governing the use of information technology. Technology resources at UWF must be used in a manner consistent with Chapter 815, Florida Statutes, Computer Crimes Act and Title 18, United States Code, Electronic Communications Privacy Act of 1985. Unauthorized or fraudulent use of University information technology may result in felony prosecution and punishment as provided for in Florida Statutes, Chapter 775, Criminal Code.

The use of information technology resources at The University of West Florida shall not be denied or abridged because of race, creed, color, sex, religion, national origin, age, or physical disability.

Standards of Conduct

University of West Florida students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state, and University regulations.

Access to University computing facilities is a privilege granted to students, faculty and staff. As such, all members of the University community who use computing and information resources must act responsibly and in accordance with the University’s Computing Usage Agreement (see Appendix A).

Violations of the Usage Agreement may lead to suspension of the user’s computer privileges and/or disciplinary action to be handled in accordance with procedures outlined in the UWF Code of Student Conduct printed in the Student Life Handbook. Information Technology Services (ITS) may terminate or restrict any person’s access to resources without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of the
resources. Students are responsible for all actions taken using any computer logon ID assigned to them. In an investigation of possible violations of this policy or the misuse of information technology resources, the system administrator may inspect without notice the contents of computer files, electronic mail, and other related materials.

Other specific violations which result in disciplinary action include, but are not limited to the following: academic dishonesty; forgery, alteration, or misuse of documents or records; intimidation, harassment or verbal abuse of persons; theft; lewd and indecent conduct; disorderly conduct; disruptive conduct; and violations of federal or state law, respective county and city ordinances and all University or Board of Regents rules which bring discredit to the University or result in disruption of the normal operation of the University.

Sanctions for violations may include counseling, reprimand, community service, restrictions, restitution, probation, suspension or expulsion. In addition, violations may also be prosecuted under the Florida Computer Crimes Act, Chapter 815, Florida Statutes.

Complaints regarding alleged violations of this policy should be directed to ITS or the Office of Student Affairs. ITS maintains the email address abuse@uwf.edu for receiving complaints regarding computer resource abuses.

University Computer Labs

The University of West Florida provides students with a variety of computer-equipped labs located in the various colleges throughout the campus. Hours of operation vary and are subject to change. Some student computer labs are special-purpose labs which are only available to students enrolled in particular courses; some labs allow
only students of a particular college or department to use the facility; and other labs offer unrestricted use, welcoming students on a first come, first serve basis. Software, printing and file storage services vary in each computer lab. Most labs are monitored, and every lab expects students to be familiar with the conditions of use of the facility and to utilize the facility in a responsible manner. UWF computing facilities include:

The University of West Florida Guide to Services map and the UWF Computer Lab Directory brochure are available to assist students in locating University computing labs. The Guide to Services map is available at the University Information Center and in the University Catalog. The UWF Computer Lab Directory can be found at http://nautical.uwf.edu/Data/Data.cfm?pub=23. Students are encouraged to familiarize themselves with the locations, hours of operations, services, and rules for use of the facilities most appropriate to their needs.

University Computing Services

Electronic Mail or “Email”

Every student at the University of West Florida is eligible to receive an Internet email address. Internet email addresses follow a standard format: the person’s user i.d., followed by the @ character, followed by the name of the server. An example of a University of West Florida email address might be: jrd1@students.uwf.edu

Information following the @ character is referred to as the sub-domain or domain name. “uwf.edu” is a registered Internet organizational domain and is the property of The University of West Florida. Other registered University domain names include uwf.org and uwf.com.

Email accounts are provided to students for educational purposes. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost to the University and when the use is reasonable and responsible.
Prohibited Uses of Email:

- Engaging in forgery or attempted forgery.
- Accessing or attempting to access files or email messages of others without authorization.
- Attempting to intercept email transmissions without authorization or attempting to breach security measures.
- Violating copyright laws or state and federal statutes.
- Intimidating, harassing, or threatening others.
- Interfering with the ability of others to conduct University business.
- Sending chain letters or unauthorized mass mailings, or flooding unsolicited information.
- Engaging in commercial or for profit activity not under the auspices of the University.

Students are encouraged to familiarize themselves with the UWF Policy on Electronic Mail. This policy can be found at http://nautical.uwf.edu/Data/Data.cfm?pub=31.

The University attempts to insure that email messages are secure and private. Students should not share their email passwords or email accounts. University policy allows system administrators to view any files, including email, in the course of troubleshooting or maintaining systems. The University cannot guarantee that email will be delivered or critical data will be retained on University mail systems. Ultimately, the email user is responsible for backup copies of essential files.

Dial-in

UWF provides dial-in network access to all currently enrolled students. Simultaneous logons are not permitted, and the owner of the account is the only person authorized to use it. Providing account information to others constitutes a violation of security.

Students may not maintain or attempt to maintain a dedicated connection through dialup services without proper authorization. Students are also prohibited from using any software that maintains a persistent connection to the University network. Violation of any of these policies may result in loss of dial-in privileges.

World Wide Web

Any active UWF student is eligible to have a personal home page on the University’s student World Wide Web server for course or
research-related work. Some academic departments and colleges also offer resources for Web pages for authorized students.

**Student Responsibility**
Responsibility for the content of personal Web pages resides solely with the student whose name is on the account.

Each personal Web page must contain the name of the person responsible for the Web page, his or her email address, and the date of the last update of the Web page.

The views and opinions expressed by student pages do not constitute the official sanction of the University of West Florida and must display a link to the UWF disclaimer at http://www.uwf.edu/policy/disclaimer. Students are not restricted as to content or design except as stated above and by state, federal and local laws. Students are strongly advised to consider the public nature of information they place on their home pages. Students are cautioned not to keep home addresses and phone numbers on their Web pages.

**Distribution of Official University Information**
Students may not distribute any information about the University of West Florida from their Web pages that implies official University policy or procedures. Unauthorized use of the University name, logo, or seal is prohibited.

**Commercial Activity**
Except for student-sponsored organizations and events, use of student web pages may not be used for commercial activity, advertising for commercial activity, or fund-raising.

**Copyright Infringement**
Written information and trademarks on other web pages belong to the owner of those pages and may not be copied. These materials are considered someone else’s intellectual property, even if no formal copyright notice is attached. Copyright infringement also includes the unauthorized duplication and distribution of sound recordings. Copying of this material is illegal and subject to both civil and criminal penalties. These are considered serious offenses and are subject to substantial fines and jail terms.
**Fair Use**

Fair use of someone else’s intellectual property is governed by the legal definition of the Copyright Act. Students are expected to be familiar with and practice current fair use principles and philosophies. (Information regarding Copyright and Educational Fair Use can be found at [http://www.peachnet.edu/admin/legal/copyright/copy.html](http://www.peachnet.edu/admin/legal/copyright/copy.html)).

**Internet/Intranet Access**

The Internet is a collection of worldwide information resources; it includes such things as web pages, email, and electronic discussion groups. In simplest terms, the Internet is a global network. This network can transmit video, voice, picture, and data. The computer networks that make up the Internet each have their own policies and rules, and the Internet relies on the self-regulation of these networks and individual users to manage content and usage.

“Intranet” is a term used to describe a private network of computers. This type of network is used within a company or organization to facilitate communication among the employees or people associated with the company or organization. The intranet at The University of West Florida is called ArgoNet, and it provides UWF students with access to services such as email, web page publishing, and connectivity to the Internet. ArgoNet also provides students with access to a central University information system called NAUTICAL.

NAUTICAL is an electronic window to various administrative services available to UWF students. Students may access NAUTICAL using web browsing software at [http://nautical.uwf.edu/](http://nautical.uwf.edu/). In order to protect the privacy of student information, certain areas of NAUTICAL are secure. Accessing a secure area of NAUTICAL requires a student to “login” with a Personal Identification Number (PIN). Instructions regarding the NAUTICAL PIN are available at the NAUTICAL site.

A student is granted access to ArgoNet after completing *The University of West Florida Computing Resources Usage Agreement. (See Appendix A.*) This agreement is executed during a student’s first access to the University network. When using the Internet or ArgoNet services, a student may not conceal or misrepresent his or her identity. Students experiencing harassing communications via ArgoNet services (e.g. email) may log a complaint by sending email to abuse@uwf.edu. At any time, students who feel threatened or concerned about their safety should contact the University police.
When a student uses a computer on the Internet, the computer name is translated into unique numbers. The Internet numbers identifying University computers and computer services are the properties of the University and are therefore subject to University conditions of usage. Participation in a Internet/intranet service via University resources that is not in pursuit of academic study or scholarly work - or that is not in accordance with applicable laws, University standards of conduct, and in ways that are responsible, ethical, and professional - is prohibited. The University reserves the rights to discontinue or deny a student access to information technology resources when use of these resources has been abused.

**Mailing Lists**

Mailing lists (sometimes referred to as discussion lists or discussion groups) are email-based discussions of specific topics. A subscriber to a mailing list receives a copy of every message that is sent to the list. A program called a ListServ handles mailing lists. UWF students may subscribe to mailing lists (or ListServs) that are located on the Internet or ArgoNet. Mailing lists operating on UWF listservs are provided only for academic instruction or official University business.

**Newsgroups**

Internet newsgroups (sometimes referred to as discussion groups) are collectively referred to as Usenet. Newsgroups are a collection of email messages on a related topic. In a newsgroup, messages are posted on a newsgroup host computer. This process is similar to posting messages on a bulletin board. Subscribers use a special program called a newsreader (usually included in Web browsing software) to read and post messages. UWF students may participate in newsgroups that are located on the Internet or AgroNet. Newsgroups operating on UWF servers are provided only for academic instruction or official University business.

**Internet Relay Chat (IRC)**

Internet Relay Chat (IRC) is a mechanism for holding typed conversations between users or group of users on the Internet. UWF students may participate in chat rooms located on the Internet or Argonet. Chat rooms hosted on UWF servers are provided only for academic instruction or official University business.
**Remote Login**

Remote login is the Internet service that allows users to establish a connection to a remote computer anywhere on the Internet and login to that computer. This service uses a special program called Telnet. Connecting to another computer via Telnet requires a valid user i.d. and password. UWF students may Telnet to other computers that are located on the Internet or on Argonet. Telnet activities must be related to academic instruction or official University business.

Individual students are not authorized to have their own Internet or intranet servers on the University network. This polices includes servers accessed through a dial-up connection.

**Student Organizations**

In order to obtain an account to use ArgoNet services, student organizations must be officially associated with the University. Official association can take the form of registration with the University Commons Student Activities Office (Academic, Greek, Professional, Religious, Special Interest, and Honor Societies), registration with Recreation and Sports Services (sports clubs), or support organization for some University Department (for example: Campus Activity Board, Ambassadors, Forensics Team, etc.).

All student organization home pages should link to the University Home Page and the University Commons Student Activities (or, if applicable, the Recreation and Sports Services) Home Page. Additionally, student organizations should submit the Web address to the Director of Student Activities (Building 22, Room 244) so that a link can be established from the UCSA Organization’s page.

Organizational web pages and email must adhere to the same rules that govern student Web publishing and student uses of email.

**Independent Server Request**

Approved student organizations may request permission to attach an independent server and/or services to the UWF network. The request must include the purpose and a certified statement by the sponsor or department head. If the organization server disrupts University network functions, the server may be removed from the network. All student organization servers must register the name of the current server administrator with Information Technology Services (ITS).
The University of West Florida reserves the right to inspect and remove any pages or files on the network which violate these policies or the University’s Computing Resources Usage Agreement. The University assumes no responsibility for the content and activities of student organization Web pages.

All activity defined as illegal by state or federal law is a violation of University of West Florida policy.

Software

Several types of software are available for UWF computer users. This software includes freeware, shareware, and copyrighted software. The University purchases large quantities of copyrighted software licenses to insure that each University computer has a valid license for the copyrighted software that is available on that computer. Some of these copyrighted software licenses extend the use of the software to students at home.

In general, students may not copy any UWF site-licensed software unless the software is specifically available for home use and the student understands and agrees to the home use licensing terms. Information regarding site licensed software packages available for home use can be determined by referencing the University software distribution system, SoftServ (http://nautical.uwf.edu/office/SoftServ).

Some University computers also make use of freeware. Copies of some of this type of software are made available for student use. Students can always obtain their own copy of freeware by contacting the original source of the freeware. Information regarding freeware the University makes available for home use can be determined by referencing the University software distribution system, SoftServ (http://nautical.uwf.edu/office/SoftServ).

Shareware requires some type of purchase and licensing agreement beyond its initial evaluation period. Rules of copying and using shareware are the same as copyrighted software.

Students may not install software of any kind on a University computer. University computers are maintained by authorized staff
who are responsible for the proper installation and licensing of all software packages.

\(^1\)Copyrighted Software: Purchased software. Use of purchased or site-licensed software is subject to the licensing terms and restrictions of the vendor. The user is unable to install or use the software until the terms and restrictions of the licensing agreement are agreed to.

Shareware: Sometimes called “User Supported” or “Try Before You Buy” software. Shareware is not a particular kind of software, it is a way of marketing software. Users are permitted to try the software on their own computer systems (generally for a limited period of time) without any cost or obligation. Payment is required if the user finds the software to be useful or if the user wishes to continue using the software beyond the evaluation period.

Freeware: Software that is free from licensing fees or restrictions. This software is distributed under the terms of “General Public License.”
REFERENCES:

Title XLVI: Crimes-Definitions; General Penalties; Registration of Criminals

815.04 Offenses against intellectual property; public records exemption

Electronic Mail Policy
http://nautical.uwf.edu/Data/Data.cfm?pub=31

UWF Campus Labs Directory
http://nautical.uwf.edu/Data/Data.cfm?pub=23

Student Life
http://nautical.uwf.edu/Data/Data.cfm?pub=24

U.S. House of Representatives Downloadable U.S. Code

Regents Guide to Understanding Copyright and Educational Fair Use
http://www.peachnet.edu/admin/legal/copyright/

University of West Florida Computing Resources Usage Agreement
https://nautical.uwf.edu/people/UsageAgreement.htm
Access to computing resources is available to University faculty, staff and students. Certain responsibilities accompany that privilege, and understanding these responsibilities is important for all computer users. Computer resources are all University computing and telecommunications resources, including networks, services, hardware and software. Users of these resources agree to the following:

-Computing resources shall be used in pursuit of the University’s mission, goals, policies and procedures. Computing resources shall not be used for personal financial gain or for commercial purposes not under the auspices of the University.

-Computing users shall respect the computing environment provided for them. Computing resources shall not be intentionally altered, damaged, removed, or used to purposely impede the computing activities of other users.

-Use of the University’s computing and network services shall be in accordance with state and federal laws, Board of Regents Rules, and University of West Florida Policies and Procedures. Violations may result in revocation of privileges, sanctions, charges of misconduct, or legal action.

-Computing users shall take responsibility for all computing resources assigned to them and shall not share access to these resources (such as passwords, Nautilus cards, or printing privileges). The University regards abuse of computing resources at other sites, accessed from the University’s computing services, as abuse of the computing services at the University.

-Computing resources shall not be used to harass, intimidate, threaten, or discriminate against others.

-Computing users shall adhere to established security procedures and shall not access resources to which they are not entitled, including but not limited to representing themselves as someone else and altering or fabricating of records.

-Computing users shall adhere to rules of copyright regarding software ownership and licensing.

System Administrators reserve the right to access user processes and/or files in order to maintain proper operation of the systems or to investigate illegal or inappropriate use of the computing resources.

I have read and understand the above statements and I AGREE to comply with these policies.

Please print your name:________________________________________
SSN:___________________
Date:_________________

Sign your name:_______________________________________________
Appendix B

RELATED LAWS, RULES, POLICIES, AND PROCEDURES

University of West Florida:
- UWF Computer Security Guidelines Florida Administrative Codes, Sections 6C6-1.001 through 6C6-5.013 related to personnel issues
- UWF Employee Handbook
- UWF Presidential Memoranda dated April 6, 1995 “Policy Against Fraudulent or Other Wrongful Acts”
- UWF Code of Student Conduct, Student Life Handbook

Board of Regents:
- Chancellor’s Memorandum 94-12 “Policy Against Fraudulent or Other Wrongful Acts”
- Florida Administrative Code, Sections 6C-5.900 through 6C-5.955 related to personnel issues

State of Florida:
- Florida: Florida Communications Fraud Act (817.034)
- Florida Computer Crimes Act (815)
- Florida Electronic Signature Act of 1996 (1.01)
- Florida Public Records Law (119)

Federal:
- 1986 Electronic Communications Privacy Act (Title 18 Section 25101 ~~~ Public Law 99-508)
- 1996 Telecommunications Act (Communications Decency Act)’ ~ Title V Section 501 ~ Public Law 104-104
- 1996 Electronic Freedom of Information Act (Title V, Section 552 et.seq.)
- Electronic Records Management (Title 36, Chapter XII, Code of Federal Regulations, Part 1234)
- Family Educational Rights and Privacy Act

Other: “The Bill of Rights and Responsibilities for Electronic Learners,” American Association for Higher Education
Also you could link to this site: http://www.brown.edu/Research/Unix_Admin/cuisp/appc.html which has federal laws.

Relevant Federal Laws:

- Communications decency (47 USCS § 223)
- Computer software rental amendment (17 USCS § 109)
- Copyright Act (17 USCS)
- Electronic communications privacy
- Destruction or removal or property to prevent seizure (18 USCS § 2232)
- Disclosure of contents (18 USCS § 2702)
- General prohibition on pen register and trap and trace devise use; exception (18 USCS § 3121)
- Interception and disclosure of wire, oral or electronic communications prohibited (18 USCS § 2511)
- Unlawful access to stored communications (18 USCS § 2701)
- Family educational and privacy rights – FERPA (20 USCS § 1232g)
- Fraud and related activity in connection with computers (18 USCS § 1030)
- Search or seizure of work product materials (42 USCS § 2000aa)