

CUAAnet Acceptable Use Policy (AUP) for Network and Telephone Resources

Purpose: In pursuance of Concordia University mission of instruction, research, and Christian service, it is the role of every computer user who uses CUAAnet resources to help promote the responsible, ethical, legal, and secure use of all network computing resources of Concordia University. The intent of this policy is to make clear certain uses, which are and are not appropriate, not to exhaustively enumerate all such possible uses. Using these guidelines, Concordia University through its official representatives may at any time make determinations that particular uses are or are not appropriate.

Coverage: The use of CUAAnet resources includes the direct access and remote access of all computer networks on campus and off campus sites of Concordia University. CUAAnet resources include people, services, information, policy and technology directly related to the network computing environment of Concordia University. CUAAnet is owned by Concordia University, and is managed and maintained by the Information Technology Services (ITS) under the Office of VP for Operations. ITS will determine whether specific uses of the networks are consistent with the acceptable use policy as guided by this document. Any CUAAnet member or affiliate organization who directly and remotely accesses the CUAAnet resources must comply with this policy and similar policies of other computer networks or hosts. CUAAnet department and affiliate organizations is responsible for the activity of its users, for ensuring that its users are familiar with CUAAnet Acceptable Use Policy, and for maintaining and enforcing the said or its own Acceptable Use policies.

Acceptable Use Guidelines: When you use CUAAnet resources, you agree to the following guidelines; these guidelines will be applied to determine whether or not a particular use of CUAAnet is appropriate:

- 1. Privacy and Representation:** Users must respect the privacy of others. Users shall not intentionally seek, change or distribute passwords, or modify computer files, belonging to others, or represent themselves as another user - unless explicitly authorized to do so by that user. Users may not send email under false pretenses, disguise or use false return address. Disregard of security for one's own and others' privacy and representation is not acceptable.
- 2. Copyright and Plagiarism:** Users must respect the legal protection provided by copyright and license to programs and data. It is illegal to install copyrighted software for use on network computers without the appropriate site license. It is illegal to copy copyrighted software or data from the network for use in user's personal computers without ITS authorization. Plagiarism or academic dishonesty in all computer-based student assignment is unethical
- 3. Respect for CUAAnet Resources:** Users must respect CUAAnet resources (people, services, information, policy and technology related to University computer networks) to help maintain smooth operations and integrity of network environment. Users shall not intentionally access, attempt to repair, or change network cabling, data jacks, network utility closets, router and server configurations, network printer settings, and modem settings without permission from ITS. Network printers may not be used to print multiple copies or pornographic material. Users must respect the sign-in procedures, laboratory reservation, computer hardware and software checkout procedures established by ITS.
- 4. Ethical Use:** Malicious use of CUAA network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Use should be consistent with guiding ethical statements and accepted community standards observed by CUAA. CUAAnet may not be used in ways that violate applicable laws or regulations.
- 5. Unauthorized Connections:** Use of CUAAnet and any attached network in a manner that precludes or significantly hampers its use by others is not allowed. Connections

- which create routing patterns that are inconsistent with the effective and shared use of the network may not be established without permission from ITS.
6. **Education and Research Use:** All use of the network must be in support of education and research and consistent with the mission of Concordia University. Extensive use of the network for personal or private business or for commercial purposes is prohibited. Any use of the network for product advertisement or political lobbying is prohibited.
 7. **Inappropriate E-mail, File Transfers and Storage:** The following are considered inappropriate: (a) hate mail, discriminatory remarks, and repeated, unsolicited and unwanted communication of an intrusive nature; (b) non-administrative group mail, chain letters, email hoaxes, and public invitation to flood an e-mail address; (c.) unsolicited advertising is not acceptable; advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment; (d) passing of and printing of pornographic material, inappropriate text files, or files dangerous to the integrity of the local network; (e) unauthorized transfer of or printing of large files or printing multiple copies on network printers that freezes systems resources; (f) not tending to mail from listservs and news mail groups; (g) storing executable software applications in network drives and running these applications on the network; and (h) sending network administrators with automatic UCE warnings on email from University-approved administrative lists.
 8. **Censorship and Systems Logs:** Users have the right to examine a broad range of opinions and ideas in the educational process including the right to locate, use and exchange information and ideas on the Internet. Users must be aware that any network transmission over CUAA net is logged and monitored automatically by the system. ITS will not monitor or judge the content of information transmitted, but will use these logs to investigate complaints or suspicions of possible inappropriate use. In the course of investigating complaints, ITS staff will safeguard the privacy of all parties.
 9. **Management Rights:** Network transmissions, e-mail and file transfers are automatically recorded and monitored by the system. ITS reserves the right: (a) to log Campus and Internet use and to monitor fileserver space utilization, (b) to disable or remove a user account to prevent further unauthorized activity, (c) to authorize selected faculty and staff to perform distributed managerial activities on the network, (d) to apply the same criterion of educational suitability of resources to all computer network activities.
 10. **Remedial Action:** Users violating the above conditions will be subject to the following consequences: (a) due warnings will be given; (b) depending on the severity of the problem, an investigation will be initiated and referred to the Vice Presidents of Operations and Academics; (b) all accounts available to the user will be temporarily suspended. If unauthorized or inappropriate use is confirmed, the user may face: (a) disciplinary review, and/or (b) appropriate legal action.

Telephone Use Guidelines

1. I understand that I will be billed monthly for personal telephone use. I agree to submit payment to the Accounting Department by the 20th day of each month following the month in which I incur these charges. I also understand that if I do not pay my bill, the total amount will be added to my student account. Phone bills will be placed in your campus mailbox.
2. A \$50.00 fine or 3 times the telephone call charge (whichever is greater) will be charged to you for any misuse or unauthorized use of another person's code. You can use your code at any telephone on campus.
3. Our monthly report will reflected the time, date, and telephone number you called, and the extension from which the call was placed. You will be billed based on the following table:

Local Calls:	<i>Free</i>	1-900 calls:	<i>\$10 per minute</i>
Long Distance:	<i>Comparable Ameritech Charges</i>	Toll free:	<i>Free</i>
911 calls	<i>Free</i>		
4. I understand that if I do not apply for a telephone authorization code, I will not be able to call outside of campus (excluding 911 or local calls).