

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 49: COMPUTER ABUSE

STATEMENT:

West Liberty University (WLU) provides for the computing needs of the educational community, both academic and administrative. The systems and machines used to this end must be protected from misuse and unauthorized access. This policy addresses WLU's computer systems and refers to all hardware, data, software and communications networks associated with these computers. In particular, this policy covers computers ranging from multi-user timesharing systems to single user personal computers.

PROVISIONS:

I. COMMON FORMS OF COMPUTER ABUSE

A. WLU considers the following topics as areas of abuse:

1. Privacy: Reading another user's files (protected or not); deliberate, unauthorized attempts to access or use WLU's computers, systems, data, or network.

2. Theft: Using subterfuge to avoid computer use charges; deliberate, unauthorized use of another user's account; abusing specific resources; removing any equipment (hardware/software/data) without authorization; copying or attempting to copy, data or software without proper authorization. (This may also infringe upon copyright laws as WLU has specific licenses to use particular products which are proprietary in nature.)

3. Harassment: Interfering with legitimate work of another user; sending abusive or obscene messages via computers.

4. Miscellaneous: Unauthorized and time consuming recreational game playing; using computer accounts for work not authorized for that account; sending chain letters or unauthorized mass mailings; personal advertisements.

II. COMPUTER USAGE GUIDELINES

A. A user is to have valid, authorized accounts and may only use an account in accordance with its authorized purpose. Users should not let another person use their account.

B. A user may not change, copy, delete, read or otherwise access files or software without the explicit permission of the owner.

C. A user may neither prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs or programs, sending mass mailings or chain letters.

D. A user should assume that software he/she did not create is copyrighted. The user may neither distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws concerning computer systems (hardware/software).

E. A user must not use the WLU network to violate any rules in the WLU Policy and/or Procedures Manual, Faculty and Student Handbooks or any local, state, or federal laws.

III. PENALTIES

A. Action to be taken as a result of abuse or misuse of WLU computing services may include, but not necessarily be limited to: suspension or revocation of computing privileges, reimbursement to WLU of resources consumed, other legal action including action to recover damages, referral to law enforcement authorities.

B. A suspected violation of this policy will be referred to:

Faculty: To the College Dean then to Provost.

Staff: To the Chief Human Resources Officer.

Students: To Instructor (or Provost).

Approved by the WLSC Board of Governors on 12/11/06.

Revision approved by the Board of Governors executive committee on April 15, 2009.