

## COMPUTER ACCEPTABLE USE POLICY

### STATEMENT AND PURPOSE

The use of all MVNU information technology systems, equipment, and resources is subject to this Acceptable Use Policy. The purpose of the Acceptable Use Policy is to enable the appropriate, effective, and efficient use of campus technology resources for University operations. This policy outlines individual responsibilities concerning the permissible use of University computer systems, network resources, and electronic information. By definition, all University information technology resources, including computer hardware, software, data, and physical and network infrastructure, as well as all personally owned devices connecting to these resources, fall within the purview and intent of this policy.

Mount Vernon Nazarene University is a Christian educational community committed to integrating faith with learning and life. We strive to use all of our resources (including technology, computers, networks, and information itself) to the glory of God. We encourage members of the University community to make faith in Christ the authentic center of their lives. This transforming and developmental process enables Christian growth and maturity by promoting the spiritual disciplines, fostering spiritual mentoring, modeling a community of love, justice, reconciliation, support, authenticity and civility; encouraging an informed and thoughtful faith; and cultivating and advancing faith through service.

All communities expect that their members will uphold certain standards of behavior and contribute to the welfare of the group in specific ways. The expectations of the University reflect its commitment to a Christian philosophy of education in the context of a Wesleyan heritage, and the obligation to abide by local, state, and federal statutory requirements.

There are many types of Computer User Accounts and Resources available to MVNU faculty, staff, and students (including current and former). This policy includes all MVNU provided or managed accounts and resources – whether hosted on-site or in the cloud.

### INTENDED USE, UNIVERSITY ENFORCEMENT, AND PRIVACY

Information technology resources and access are provided for the explicit and sole purpose of fulfilling official business and the academic functions of the University. MVNU maintains the right of ownership for these assets and all information communicated, stored, and processed within. Rights of ownership extend to MVNU email, Colleague, Recruit, and similar user accounts which, while provided to and on an individual basis are done so specifically for use in the context of approved business and academic functions. As such, these accounts and all associated information are the property of the University.

Mount Vernon Nazarene University reserves the right to audit and inspect any computer system (personal or University owned) that is or has connected to the MVNU network for alleged or confirmed violations of the Acceptable Use Policy, and to execute and enforce disciplinary measures MVNU deems appropriate. The University reserves the right to audit and monitor all information stores and network transmissions within the campus network regardless of their source of origin.

In order to promote personal privacy and the confidentiality of sensitive information, any suspected violation of the policies set forth herein will be investigated through official University channels. The supervisor must submit the initial request in writing with the reason for access to the appropriate Vice President. If the Vice President deems it necessary to proceed, the request must then be approved by the President before forwarding to Human Resources. Following approval by the President, IT may grant access to the approved supervisor. Nobody may access a vice president or president's email without the President's approval. It is also understood that authorized actions by ITS may include access to institutional, departmental, and potentially private and confidential information of the resource owner. Specific actions to investigate and resolve violations will be at the discretion of the investigating authority. Information Technology Services (ITS) will act under the direction of the President when conducting investigations and enforcing disciplinary measures.

## INDIVIDUAL RESPONSIBILITIES FOR ACCEPTABLE USE

The following provisions outline individual responsibilities associated with “Acceptable Use.” In the event that aspects of use are not specifically delineated, the original intent of this policy as outlined above shall form the basis of interpretation and decision-making.

- ✓ Information technology resources are to be used for authorized purposes only as established by one’s role with the University. Use is governed by the provisions for lifestyle and employment expectations, and in local, state, and federal law. Individuals may not use University resources to do anything that violates local, state, national, or international law or the law of any foreign government, or that breaches any of your contractual obligations or fiduciary duties.
- ✓ Mount Vernon Nazarene University does not permit the sharing of personally-assigned accounts and/or passwords. Users must take appropriate and reasonable measures to protect the integrity, exclusiveness, and confidentiality of individual resources and account credentials.
- ✓ Personal financial, social, or security of personal information losses resulting from the sharing, intended or otherwise, of personally-assigned accounts and/or passwords are not the responsibility of MVNU. This includes incidents resulting from responding to social engineering cybercrimes (e.g. phishing).
- ✓ Misrepresenting or masking your identity, affiliation, or equipment is expressly prohibited.
- ✓ Persons with authorized access to confidential, sensitive, or strategic University information are to take appropriate steps to ensure the integrity and preservation of such information on whatever device that data resides.
- ✓ University data is not to be stored on personal data storage devices or online storage space associated with private (non-MVNU) accounts (e.g. iCloud, DropBox, Box, and personal OneDrive storage, etc.). “University Data” includes all Personally Identifiable Information and other information that is not intentionally made generally available by the University on public websites or publications, including but not limited to business, administrative and financial data, intellectual property, and patient, student, and personnel data. “Personally Identifiable Information” includes but is not limited to: personal identifiers such as name, address, phone number, date of birth, Social Security number, and ID number
- ✓ Network access is made available for the exclusive use of University employees, students, alumni, and other agencies or individuals that have a contractual relationship with MVNU. To ensure the functionality, availability and security of University technologies, personal devices may not interfere with University provided services, functions or roles. Persons may not use any technologies that serve to bypass controls for ingress to or egress from the campus network, nor may individuals extend network access beyond that which is provided by MVNU.
- ✓ Users are responsible to ensure that personal devices connecting to the campus network are properly configured so as to not pose a threat to other devices and resources. All devices must be clearly identifiable via electronic means, and where applicable, must authenticate through appropriate network access channels. It is a violation of University policy to bypass or attempt to bypass controls for authentication, system maintenance, firewalls and routing, and device health assurance.
- ✓ Alternate Internet Service Provider (ISP) connections to or from campus buildings are not permitted. Use of campus technologies and facilities for personal commercial gain is prohibited.
- ✓ No one shall deliberately attempt to degrade the performance of any of the University technology systems. Users are to refrain from monopolizing systems, overloading networks with excessive data, wasting computer time, connect time, disk space, printed paper, or other information technology resources. Wireless printers or other devices that broadcast a Wi-Fi signal that may interfere with the University Wi-Fi are not permitted on campus.
- ✓ No one shall create, modify, execute, or re-transmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of any computer facilities, software, or information, either

inside or outside of the University. The use of personal devices to “snoop” on the activities of other users (network traffic capture) is strictly forbidden.

- Persons may not harvest or distribute MVNU email addresses for use by any third party. Message content should be strictly of a business or academic nature when sending bulk email messages to campus email recipients. Solicitation and spamming through MVNU email is prohibited, as is the harvesting or generation of spam email to any Internet email recipients. Email is not to be used for advertising or broadcasting unsolicited messages or annoying other users or for commercial or partisan political purposes.

## PERSONAL USE

It is understood that MVNU resources are provided for the purpose of fulfilling academic and business functions of the University. However, it is acknowledged that incidental use of campus resources (such as email, campus owned computers, and the campus network) for some personal use is allowed under this policy.

The reasonable and incidental personal use of University resources is permitted if all of the following criteria are satisfied:

- The University incurs no additional cost from that use other than the minimal cost incurred from ordinary wear and tear;
- The use does not inappropriately interfere with or reduce the hours worked by the employee;
- The use does not preclude others with work-related needs from using the resources;
- The use does not violate any applicable laws, regulations, or other University policies.

While occasional and appropriate use is acceptable, excessive or abusive use that interferes with job-related functions is prohibited.

## INTELLECTUAL PROPERTY

The University encourages the legal and authorized sharing of information and expression of ideas. MVNU also recognizes and respects intellectual property rights. There is an obligation on the part of all users of University information technology systems, equipment, and resources to respect the intellectual property and access-rights of others.

All software (including program applications and multimedia such as music and movie files) is considered copyrighted work unless specifically designated as freeware or open source. In keeping with provisions for intellectual content and copyright ownership, therefore, persons are prohibited from downloading, sharing or making available for distribution or modifying copyrighted material without the express permission from the owner.

## INAPPROPRIATE CONTENT

Mount Vernon Nazarene University policy defines a number of categories of content that are contrary to University lifestyle expectations and inappropriate within our campus environment. Such content is not allowed to be sent or stored on University resources and includes material sent or viewed on the Internet, via email, flash storage, file transfer, or any other electronic means; whether written, graphics or images, aural or visual. Specific categories of inappropriate content include but are not limited to:

- Sexual - Obscene, pornographic, sexually explicit, or sexually offensive material.
- Harassing/Slandorous - Material that harasses, threatens, slanders, defames, or libels any other person or groups.
- Illegal - Material that features information, methods, or instructions on fraudulent actions or unlawful conduct such as scams, counterfeiting, tax evasion, petty theft, blackmail, etc.
- Academic Dishonesty - Material that might be used to cheat, plagiarize, or in other ways receive academic benefits without performing the actual work.

MVNU reserves the right to modify or expand upon these categories as deemed appropriate by the University President.

#### CONTENT FILTERING

MVNU has implemented a blocking mechanism to prevent access to sexually and morally objectionable web content. Attempts to circumvent Mount Vernon Nazarene University's Internet Content Filtering policies are expressly prohibited; violations are subject to disciplinary review and action.

#### ADDITIONAL TERMS

##### DISCLAIMER OF WARRANTIES

The use of these resources is solely at your own risk. These resources are provided on an "as is" and "as available" basis. Mount Vernon Nazarene University expressly disclaims all warranties of any kind with respect to these resources whether express or implied. MVNU also expressly disclaims any responsibility for the actions of any other user of these resources.

##### EXCLUSIONS AND LIMITATION OF LIABILITY

All users must understand and agree that Mount Vernon Nazarene University will not be liable for any direct, indirect, incidental, special, consequential, or exemplary damages, including without limitation, damages for loss of use, data loss, or other losses that result from any use of MVNU information technology systems, equipment, or resources.

##### INTELLECTUAL PROPERTY

These resources and their contents are owned by Mount Vernon Nazarene University or third parties and are protected by law, including but not limited to, copyright and trademark law. Certain content, such as copyrighted materials and trademarks, are used by permission of third parties. Except as allowed by law (such as fair use) or as expressly permitted in connection with specific content, these resources and their contents may not be reproduced, modified, distributed, displayed, performed, or used in any way without the prior written permission of MVNU or the third-party owner.

##### CHANGES AND REVISIONS

MVNU reserves the right to make changes to any of its information technology systems, equipment, or resources at any time without notice and without liability. MVNU may revise the Acceptable Use Policy at any time at its sole discretion. If a change to the Acceptable Use Policy is made, MVNU will post the revised Acceptable Use Policy on this website.

##### SECURITY

MVNU cares about the security of its systems and its users. However, MVNU cannot guarantee that unauthorized third parties will not be able to defeat its security measures. You should notify us immediately of any compromise or unauthorized use of your account by emailing the ITS Help Desk at [helpdesk@mvnu.edu](mailto:helpdesk@mvnu.edu).

##### SUSPENDED OR TERMINATED USE

MVNU may block, suspend, or terminate your use of its information technology systems, equipment or resources at any time for any reason. Reasons MVNU might do so include, but are not limited to, the following: (a) your breach of this policy; (b) MVNU is unable to verify or authenticate any information you provide to us; (c) MVNU believes that your actions could cause financial loss or legal liability to MVNU or other users of these resources; (d) routine network maintenance affecting all users; or (e) your use of these resources in a manner that violates the law or other MVNU policies.

***All members of the MVNU community are expected to participate in insuring the legal and ethical use of University resources as set forth in this Acceptable Use Policy. Suspected or confirmed violations of any provisions set forth herein involving employees are considered employee misconduct and will be handled in accordance with the appropriate Staff or Faculty Handbook. Violations involving students will be handled in accordance with the Student-Handbook.***