Computer & Network Use Policies

Business Office

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The computing capabilities at Hope International University (including the campus-wide network) are provided for the use of Hope International University students, faculty and staff in support of the programs of the University. All students, faculty and staff are responsible for seeing that these computing resources are used in an effective, efficient, ethical and lawful manner. The following policies relate to their use:

1. Computer resources and accounts are owned by the University and are to be used for university-related activities only. Limited personal use (email, etc.) is allowable, but must be limited to reasonable resource use. All access to network computer resources, including the issuing of passwords, must be approved through Information Systems. All use of computer systems in any department must be with the knowledge and approval of the department manager or an authorized representative.
2. Software is to be installed and configured on University computer resources, including both network and individual microcomputers, only by Information Systems staff, or under the direction of IS staff.
3. Computer and networking equipment and user accounts are to be used only for the purpose for which they are assigned and are not to be used for other, especially commercial, purposes without explicit authorization by Information Systems.
4. Any account assigned to an individual must not be used by others without explicit permission from Information Systems. The individual is responsible for the proper use of the account, including proper password protection.
5. Programs and files are confidential unless they have explicitly been made available to other authorized individuals. Information Systems personnel may access others' files when necessary for the maintenance of the network and central computer systems. When performing maintenance, every effort is made to ensure the privacy of a user's files. However, if violations of these policies are encountered, they will be reported immediately to the Director of Information Services.
6. Electronic communications capabilities (such as electronic mail, WWW, and ftp) are for non-commercial, university-business related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent over any portion of the network or stored on any university-owned computer resource.
7. Deliberately degrading the performance of the network or computer system, or depriving authorized personnel of resources or access to any University computer system constitutes a violation of these policies.
8. Use of loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given constitutes a violation of University policy.
9. Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased for that department.

An individual's computer use and/or network connection privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors, managers, Information Systems staff, and administrators.

Information Services administrative staff and department managers will cooperate to investigate and resolve Computer Use policy violations. Appeals relating to incidents and their resolution may be made to the administrator of the personnel/department involved.

Violations of these policies will be dealt with in the same manner as violations of other University policies and may result in disciplinary review. In such a review, the full range of disciplinary actions is available including the loss of computer use privileges, dismissal from the University, and legal action. Violations of some of the above policies may constitute a criminal offense.

By signing below, I indicate my understanding of and agreement to abide by these policies:

(***Please print neatly***)

First Name	*Middle Initial*	*Last Name*

Signature	*Date*

Information Systems
Contact us:
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