



Policies Governing the Use of Computing Facilities & Services

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A. Use of University Mainframe Computing Facilities

1. All use must be consistent with the University's primary missions of providing instruction, research and public service to the citizens of the State of Missouri.
2. University faculty and staff members conducting instructional or research activities will be regarded as making appropriate use of

available facilities and services provided these activities have been authorized by the appropriate department chairperson or dean.

3. University students may be permitted use of available facilities and services provided such use is reasonably associated with the academic programs as determined by the appropriate department chairperson or dean. Student access associated with the student services areas also may be endorsed in some instances by the Assistant VP for Student Development.

4. Federal, state and local government agencies, other educational institutions and charitable or not-for-profit organizations may be permitted use of available facilities and services provided such use is consistent with University principles. The charges for such services will be on a cost recovery basis and such service requires the approval of the Director of Computer Services.

5. Individuals and organizations not in one of the categories above may be permitted use of available facilities and services only if the facilities and services are uniquely available from the University. The charges for such services will be equal to or greater than costs involved and will require the approval of the Director of Computer Services.

6. Requests for MUSIC user codes are made on a MUSIC User Code Request form obtained from Computer Services. Requests by a faculty/staff member for personal administrative or research codes must be signed by the employee's supervisor. Faculty members requesting instructional user codes for use by their students must sign the request.

7. A password is issued with each user code. The password should be changed by the user a minimum of once each month. Passwords are never to be displayed openly in written material.

8. MUSIC administrative and research user codes remain valid as long as the employee's job status and computer access requirements remain the same. Personal student codes are kept on file as long as the student is enrolled in school. Instructional user codes expire at the end of the semester for which they are issued.

9. Requests for access to CICS transactions are made on a DOS User Code Request form obtained from Computer Services. The specific CICS transactions to which access is desired must be listed on the form, along with the type of access (review only or update). The signature of the employee's supervisor is required. If a transaction is administered by an

office other than that of the requester, authorization from the administering office will also be required. The Manager of Systems Analysis and Programming will provide guidance in completing these forms. Some transactions require authorization beyond a user code. The Manager of Systems Analysis and Programming can supply the name of the appropriate administrator to contact.

10. An employee or student receiving a user code assumes responsibility for all computing activity performed under that user code (whether he or she personally performs the activity or not).

11. User codes are normally granted to individuals. Upon approval of the Director of Computer Services a user code may be issued for use by a group. Such approval is contingent upon acceptance of responsibility for all computing activity performed under that user code by the group's supervisor (whether group members perform the activity or not).

12. Computer facilities made available by user code should only be used to conduct University business (either job or class-related activities).

13. User codes may not be transferred to another person or group.

14. Supervisors must report to the Director of Computer Services on a timely basis any change in an employee's status that effects his/her computer access requirements (transfer, termination, reclassification, etc.).

Exceptions to this policy must be endorsed by the appropriate Vice President and the Executive Vice President, Finance and Administration. NOTE: Unauthorized use of State of Missouri computing facilities and services is in most instances a felony.

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B. Campus Policy Regarding Electronic Mail, MOREnet and Internet Use

As a participant in external networks, the campus community incurs additional ethical as well as legal obligations. Failure to follow the guidelines below may result in restriction or loss of your networking privileges.

1. All guidelines published by individual networks must be adhered to.
2. All use of the networks must be consistent with the goal of facilitating

the exchange of information in support of educational and research interests.

3. The networks are NOT secure networks. They should not be relied on to transmit confidential or sensitive data.
4. "Chain letters," "broadcasting" messages to lists or individuals, and other types of use which would cause congestion of the network or otherwise interfere with the work of others are not allowed.
5. Random mailings (junk mail), casual contacts, and job solicitations are discouraged.
6. Forging mail to make it appear it originated from a different host and/or individual is prohibited.
7. Intimidating and harassing messages are prohibited.
8. Names, electronic mail addresses, and World Wide Web home page addresses (URLs) are considered public information and may be released to individuals upon request. This information may also be stored in publicly accessible directories. Students who have requested that their "Public/Directory Information" be withheld from public release (by completing the appropriate form in the Student Development Office) will not be included in such directories.
9. Undeliverable messages routed by the mail system to the postmaster's mail box may be read by the postmaster. An attempt to forward incoming messages to the intended recipient can be made, while outgoing messages will be ignored.
10. Logging files may be maintained as part of routine mail system management. The address of both the sender and receiver may be logged, along with the date, time, and length of the message.
11. State of Missouri law RSMo 1988 569.094-569.099 makes unauthorized access and interference with computer systems, data, and users illegal.
12. Section 779.3 of the US Department of Commerce Export Administration Regulations contains the definitive policy statement regarding what data may be freely distributed to foreign countries.

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C. World Wide Web Publishing Policies

The World Wide Web is an exciting, powerful medium for communication and, as such, is a valuable resource for Southeast Missouri State University. Its ease of use and capacity for presentation of information make it a popular publishing and distribution medium. Southeast Missouri State University recognizes the value of electronic communication. The University encourages its use by official University employees to carry out business consistent with the mission of the University. The University treats access to its computing and telecommunications technologies as a privilege which is granted on the presumption that every member of the University community will exercise it responsibly.

Web Pages are public documents. They represent the web page provider, the department, and the University. They are points of access through which people from around the world learn about the campus, interact with its people and programs, and perceive its image.

Southeast Missouri State University's World Wide Web Procedures and Guidelines are designed to provide guidance and to affirm academic freedom and intellectual creativity, while, at the same time, protecting the interests of the University and all of its students, faculty and staff.

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C.1 Official Web Sites

Academic, administrative, and service units associated with Southeast Missouri State University are eligible to become web page providers. Pages published at this level are considered extensions of the University's Home Page. Examples of such web page providers include, but are not limited to, the following:

academic departments, colleges, and schools
academic support service units
administrative units
academic and outreach centers
Student Government

The University, through its various sectors, colleges, departments, and other units, creates and maintains these official web materials for the purpose of teaching, research, service to the community, and administrative operations. The following requirements apply to such official materials:

1. Providers are responsible for the content and correctness of all information and data elements included in the web documents they publish.
2. Web page providers can call on Computer Services staff for assistance, but the staff will not assume the task of ongoing development and

maintenance of web page documents.

3. Compliance with the purposes and policies stated in Southeast Missouri State University's computing policies is required.
4. Applicable campus guidelines for web page providers must be followed when developing and maintaining web page documents.
5. Any elements identified as required for pages published on campus must be incorporated into web pages documents.
6. Web page documents must be reviewed regularly for currency and accuracy.
7. The University has the right to terminate access to web documents that violate University policies governing computer usage, publication, and graphic standards.
8. All federal and state laws regarding copyright and publishing must be followed.
9. Web page providers must not use the resource for commercial gain unrelated to the mission of the University.
10. Advertisements to non-University-related functions must not appear on any Web pages.
11. All official Web materials must include at least once a prominent notice of a direct link to the notice regarding any non-official sites to which the official materials are linked. The purpose of the notice is to indicate that, even though links exist for the user's convenience, the other sites are not managed by the University, and the University takes no responsibility for their contents. The notice must be worded as follows:
WARNING: Some web sites to which these materials provide links for the convenience of users are not managed by Southeast Missouri State University. The University does not review, control, or take responsibility for the contents of those sites.

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C.2 Specific Elements All Official Web Page Documents Must Include

Web page providers are responsible for creating, providing, and maintaining the information and documents in their unit's web module. Providers must incorporate the following elements into their documents:

A header identifying the materials as being from Southeast Missouri State University.

The individual or department responsible for the information.

E-mail access to the web provider.

Information on last revision date.

Appropriate citations for text, graphics, video, and audio sources that are not created by the web page provider.

A link back to the Southeast Home Page.

A copyright statement as follows: Copyright Southeast Missouri State University.

Text elements that can be read while media are loading.

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C.3 Web Page Responsibility

The appropriate University official (e.g., Vice President, Dean, Chairperson, Director) shall designate a specific individual or committee to be administratively responsible for web materials that represent an official University unit. That official also shall provide for appropriate mechanisms and procedures to ensure that the official materials are accurate, up-to-date, and in conformance with all applicable University policies and regulations.

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C.4 University Logo

Colleges, Departments, Centers, Institutes, and other organizations may use the official University logos. Logos should not be redrawn, reportioned, or modified in any way. No new design element may be added to any official logo. Southeast logos are legally protected trademarks.

More information on the University logo may be found in the Graphic Standards Policy.

For further information on the use of Southeast logos, contact the Office of Public Services/Publications.

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C.5 Unofficial Web Pages

Individuals and organizations affiliated with a department, school,

college, or administrative unit at the University may have an UNOFFICIAL web page on the server. Individuals who are not affiliated with the University may not.

Unofficial web pages of Southeast students, staff, and faculty do not in any way constitute official University content. The views and opinions expressed in individual Web pages are strictly those of the page authors. Comments on the contents of those pages should be directed to the page authors.

The University cannot and does not accept responsibility for the content of unofficial web pages; however, the University reserves the right to remove pages which are inconsistent with the general statement of policy.

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C.6 Security

Electronic files are not necessarily secure. The Computer Services Office will make available to interested persons information on possible ways to protect information on central computing resources from loss, tampering, unauthorized search, or other access.

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C.7 Privacy

The University reserves the right to inspect and examine any Southeast Missouri State University owned or operated communications system, computing resource, and/or files or information contained therein at any time.

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C.8 Existing Rules and Regulations

These procedures and guidelines are intended to be an addition to existing University rules and regulations and do not alter, modify, or supersede any existing University rule or regulation.

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C.9 Appeals

Questions regarding matters of policy and/or appeals should be directed

to the University Web Standards Committee in care of the University Relations Office.

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C.10 Summary

The quality of information published by the University plays an important role in maintaining the strong reputation and image of the University. These procedures and guidelines set minimal standards which are meant to ensure that information published electronically is visually appealing and well-written and follows the same high standards as other forms of published information.

The preceding section was reprinted from the University Web Page Standards Committee document World Wide Web Publishing Procedures and Guidelines, which shall be reviewed and revised as necessary.

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D. MOREnet Acceptable Use Policy

The primary mission of MOREnet is to provide collaborative networked information services to its members and customers in support of education, research, public service, economic development and government.

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D.1 Acceptable Use

All network use by MOREnet members and those connected via a MOREnet site shall be for, or in support of, research; education; local, state, or national government affairs; economic development or public service.

Any MOREnet traffic that crosses onto other networks must conform to the acceptable use policy of those networks.

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D.2 Unacceptable Use

It is not acceptable to use MOREnet for purposes which violate any federal law or state law.

It is not acceptable to use MOREnet in a manner that is harmful or harassing to others.

It is not acceptable to use MOREnet in a manner that disrupts normal network use and service. Such disruption would include the propagation of computer viruses, the violation of personal privacy, and the unauthorized access to protected and private network resources.

It is not acceptable to use MOREnet for commercial activities, including, but not limited to, commercial solicitation of business.

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D.3 Enforcement Policy

It is the responsibility of the MOREnet Member Representatives to make reasonable efforts to publicize the policies of MOREnet and to ensure organizational compliance.

Ultimate responsibility for proper use and misuse of the network lies with each individual user of the network.

Reported and perceived violations of the Acceptable Use Policy may be reviewed by the MOREnet Executive Committee. Violations that are not promptly remedied by the member institution may result in disciplinary action including the termination of MOREnet service and the forfeiture of MOREnet membership.

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