

Worcester State University Network Acceptable Use

Purpose:

The purpose of this policy is set guidelines for acceptable use of the University network.

Statement:

This statement represents a guide to the acceptable use of the WSU Network for data communications. It is intended to address the use of the WSU network only. Data communications carried across other networks such as local area networks, regional networks, or the Internet are subject to acceptable use policies of those other networks.

Acceptable use refers to whether the use of the network is consistent with the guidelines for each network that the traffic traverses. Given both the volatile nature of the technology employed and the demand that users make of networks, determining acceptable use is a dynamic and iterative process. The intent of the use policy is to make clear certain cases that are consistent or inconsistent with the purposes of the WSU Network, not to completely enumerate all such possible uses.

Description:

- All use of the WSU network must comply with this policy.
- All users of the WSU network must obtain a WSU network username and account. Proper identification and proof of enrollment must be offered at the time of application.
- Users may not share or transfer network, user, or hardware account information under any circumstance. Users are obligated to keep all technology account information confidential.
- All use of the WSU network must be consistent with the WSU network's primary goals.
- It is not acceptable to use the WSU network for any illegal purposes, including the storage and transfer of copyrighted, restricted, or illegal materials.
- It is not acceptable to use the WSU Network to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- It is not acceptable to use the WSU network to transmit threatening, obscene, or harassing materials.
- It is not acceptable to use the WSU network to run any file servers, web servers, or file sharing services without written permission from the Vice President of Information Technologies.
- It is not acceptable to use the WSU network for for-profit activities (consulting for pay, sales or administration of campus stores, etc.) or use by for-profit institutions except when engaged in open scholarly communication and research.
- It is not acceptable for users deemed to be 'secure financial/data users' to access any non-WSU web email accounts.
- WSU at any time may make determinations that particular uses are not consistent with the purposes of the WSU network.
- As a state institution, WSU is obligated to maintain public records; any data residing on the University network or any University equipment could be considered discoverable.
- Any communication that originates from, or is delivered to, WSU could be considered as part of the public record.
- No user has a privacy interest in the use of any University electronic resource, such as email, voicemail, etc. All materials resident on the WSU network or equipment are subject to both e-discovery and public records requests. Additionally, such materials may be used by WSU for the disciplinary or legal purposes.
- WSU considers email to be a transitory medium and recommends that important information should be saved in a more permanent format. Worcester State University does not archive email for the purposes of data recovery and discovery.

Additional Information:

WSU Network Primary Goals

The WSU Network is a data communications network managed by Worcester State University to link together the WSU community. Access to the network is provided to active staff, faculty and students of Worcester State University. The goal of the WSU Network is to support and enhance instruction and research activities at the University by providing access to computer mediated communication resources, shared resources, unique resources, and the opportunity for collaborative work. In addition to access to local-network shared resources, the WSU network provides access to regional, national, and international resources.

Violation of Policy

Any alleged violations of the Acceptable Use Policy will be reviewed on a case-by-case basis. Violations of this policy may result in action, such as the loss of electronic mail privileges, loss of University-owned computer access, loss of network privileges, and/or referral to appropriate University or legal authorities.

Approved By: Don Vescio

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