

# Responsible Use of Computing Resources

## General Principles and Guidelines

Issued by: Technology Steering Committee

Applies to: All Members of the New Jersey City University Community

Effective date: July 29, 2000

The following is ~~permitted~~expected when using University computing resources:

- x use resources only for authorized purposes.
- x access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- x use only legal versions of copyrighted software in compliance with vendor license requirements.
- x comply with State and Federal laws and policies, and University policies and guidelines regarding standards of conduct on the use of the Internet.
- x for the campus systems that require it, protect ~~your~~ User ID from unauthorized use. You are responsible for all activities on your User ID or system.
- x observe all applicable policies of external data networks when using such networks via the University computer facilities.

The following is not permitted when using University computing resources:

- x monopolize computing resources..
- x use another person's User ID, password, files system or data.
- x use computer programs to decode passwords or access control information.
- x attempt to circumvent or subvert system security measures.
- x attempt to modify or destroy University computing or communications equipment.
- x remove any University computing or communications equipment without proper authorization.
- x engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- x use University systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.

- x download, copy or use material from the Internet in violation of copyright laws.
- x use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
- x use social networking or sharing web resources to harass, intimidate, or otherwise annoy another person, for example, by posting slanderous comments about a member of the university on MySpace.
- x use the University's systems for personal use, for example, by selling access to your User ID or by performing work for profit in a manner not authorized by the University.
- x use the University' systems for commercial purposes unrelated to academic and/or University related work.
- x make or use illegal copies of copyrighted software, video, or music, store such copies on University systems, or transmit them over University networks.
- x use the University's systems for any illegal activity.
- x engage in any other activity that does not comply with General Principles presented above.

## ENFORCEMENT

The University considers any violation of appropriate use principles or guidelines to be serious offense and reserves the right to copy and examine any files or information resident on University systems allegedly related to inappropriate use. Violators are subject to disciplinary action including loss of all University computing privileges and possible criminal charges including civil damages. Offenders also may be prosecuted under various state & federal laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication of 1989, Interstate Transportation of Stolen Property, and the Federal Electronic Communications Privacy Act. Access to the text of these laws is available through the Reference Department of the Library. Violators may also cause the University to be liable to civil or criminal penalties.

## DEFINITIONS

**COPYRIGHT:** Protection by US Office of Copyrights, Patents, and Trade Secrets prohibits copying of books, computer software, trade secrets, proprietary information, videotapes or videodiscs for distribution to others.

**NON-COPY PROTECTED:** Means that the computer software does not have a "software" which prohibits making ANY copies of the original disks or allows NO MORE THAN ONE "BACK UP" of the original disks. A program which is identified as **NO COPY PROTECTED** is still copyrighted and therefore multiple copies can not be made.