

# **NETWORK USAGE POLICY (FOR ALL FACULTY, STAFF, AND STUDENTS)**

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## **Responsible Computing at the DeVry University Chicago Campus**

### **Sanctions**

Neither DeVry nor the State of Illinois will provide legal indemnification or defense for employees or students whose violation arises out of willful misconduct.

Violations of this policy will be subject to current disciplinary procedures, which may result in termination of employment, or expulsion for students as described in the Employee Handbook and Student Handbook.

This policy applies to all faculty, staff, students, contractors, and consultants, whether full-time or part-time, who use any network/computer resources at the DeVry Chicago Campus. We define our resources as Internet email, email, Internet access, Internet usage, hardware, software and the data created and stored via these facilities.

As a fellow user of the DeVry University Chicago Campus resources, you are also part of the global Internet. Along with its unparalleled opportunities for research and the free exchange of ideas among colleagues worldwide, membership in this electronic community brings with it responsibilities. All DeVry University Chicago Campus users must use our network/computer resources in an ethical and responsible manner to insure that our computing environment is characterized by mutual respect, cooperation and compliance with state and federal law. In this regard, all DeVry University Chicago Campus network/computer resource users are responsible for the following:

### **Safeguarding Your Access Rights**

A Network Resource account is a privilege granted by DeVry and this privilege can be revoked if it is not exercised responsibly. By obtaining an account, you assume responsibility for all activity conducted with this account. You should, therefore take reasonable precautions to secure and prevent unauthorized use of your computer account. This includes selecting passwords that are difficult to guess, and changing your password on a regular basis. You are also responsible for logging off completely before leaving any workstation.

Additionally, please note that your user account is restricted to your exclusive use. Computer accounts must not be shared or extended to others.

### **Respecting Others (Passwords and Privacy)**

Users must respect the private nature and sensitivity of other users' access information. It is unethical and a violation of policy to attempt to obtain the passwords of others, or to use, copy, transmit, share or divulge such information. Converting such information from encrypted or enciphered form by any means is not allowed. Users on our network must respect the privacy of electronic communication. System users must not obtain nor attempt to obtain any electronic communication not intended for them. System users must not intercept or attempt to intercept network traffic. System users must not attempt to enter or examine another user's files without that user's authorization even if the user has erroneously established technical permission settings that would allow one to do so.

### **Respecting Equipment**

Users must respect the physical hardware and network configuration. Users must not attempt to make any alterations to the hardware or network configuration to which they have access. Users are NOT allowed to unplug any cables from any of the equipment in the labs. Users must also NOT plug in their laptops into our network. All laptops are to use our wireless access. Any reports of vandalism or theft will be reported to Security.

## **Academic Use Only**

Access to our network is specifically given for DeVry-related activities. DeVry related activities take priority at all times. Please use these privileges wisely and in accordance with DeVry's academic purpose. Activities that are outside an academic purpose can cause issues with our equipment and/or network bandwidth.

Examples of activities that are not DeVry related, and are therefore prohibited, include, but are not restricted to:

**Transmitting or making accessible offensive, obscene or harassing materials and transmitting or making accessible chain letters.**

**Conducting or attempting to conduct security experiments or security scans without the specific authorization of the IT Department.**

**Streaming audio from various internet radio websites.**

**Downloading from Peer-to-Peer clients or file sharing clients. Some examples include but are not limited to: BitTorrent, Limewire, Kazaa, Ares.**

## **Offensive Communications**

**Users must be aware that obscene, offensive, derogatory or defamatory material may be easily spread through electronic and computer-assisted technologies. DeVry cannot and does not guarantee that users will not be exposed to such offensive information while using our network resources. Each user assumes the risk of coming in contact with such offensive material. Users are especially cautioned about exposure to offensive material when accessing unknown Internet sites.**

**Users are not to use our network/computer resources to display, generate or spread any messages that may be obscene, demeaning, defamatory, libelous or pornographic. While reasonable minds may differ as to when an item is obscene or offensive, DeVry reserves the right to limit and circumscribe use of its network resources at the discretion of the campus administration.**

## **Lab Environment**

**Users must also respect the various lab rules that are in place in order to help keep maintain our computer labs an environment or atmosphere where students can learn and study. These rules are as follows:**

**No food/eating in any of the labs.**

**No drinks/drinking in any of the labs.**

**No cell phone usage in any of the labs.**

**No loud/disruptive conversations in any of the labs.**

**No children allowed in any of the labs.**

**Following these rules will also help keep our labs and equipment cleaner.**

## **Contributing to a Responsible Environment**

Users are required to act in accordance with this DeVry University Chicago Campus usage policy even when accessing non-DeVRY computer and network resources. Wherever your ultimate system destination may be (whether here or elsewhere) you are still bound by DeVry policy in your use of our network/computer resources. In this regard, you will be held accountable by DeVry for offenses against computer and network systems elsewhere.

Material copied or downloaded from the Internet may or may not be copyrighted. It is the responsibility of the user to determine whether their material is copyrighted and, if so, abide by the copyright laws. As a general rule, one needs to request and receive permission from the author in order to use the material on a website or photocopied for distribution or for other forms of public use. Materials in question may be text, graphic, software, movies, photos, or audio files. Information protected by copyright is not to be copied from, into, or by DeVry University Chicago Campus network/computer resources, except as permitted by law or by the license or contract with the owner of the copyright.

Users are responsible for reporting security incidents or vulnerabilities to the IT Department as soon as possible.

## **Software Piracy**

Unauthorized copying of software is illegal and may force DeVry as well as individuals to incur legal liability. The United States Copyright Law protects software authors and publishers in much the same manner as patent law protects inventors. Unauthorized copying of software, including programs, applications, data bases, and code, deprives developers of fair return for their work, may result in increased prices, may reduce the level of future support and enhancement available to DeVry, and may inhibit the development of software products.

Unless software has been placed specifically for public access, the owner of a copyright holds exclusive rights to the reproduction and distribution of his or her work. The purchaser of software generally purchases only a license to use the software on one machine. Most licenses do not permit copying although a licensee may generally make a backup or archival copy.

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Print Name

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Sign Name

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Date

*I, the undersigned, acknowledge that I have received the above Network Usage Policy and that I have read and understood my responsibilities as outlined above in the relation to the network/computer resource access granted to me by DeVry Chicago. I understand that the terms and conditions listed are not exhaustive and that additional rules and regulations for the use of network/computer resources may be added from time to time and that they will become part of this agreement. I understand that any violation to this policy will be subject to current disciplinary procedures as described in the Student or Employee Handbook.*

Revised: Feb 17, 2009