Coppin State University
Information Technology Division
Policies and Procedures

Policy #:	**ITD – GEN – 005**	**Version: 02**	
Subject:	**CSU Student Computer Use and Internet Access Policy**	**Effective Date:**	**07/01/2011**
		Approval Date:	**08/01/2018**
Approved by:		**Review Date:**	**08/01/2018**

I.   Purpose

The computer and network facilities of Coppin State University (CSU) are provided to support the student's educational experience. These guidelines set forth standards for responsible and acceptable use of University computing resources. Computing resources include host computer systems, University-sponsored computers and workstations, communication networks, software and files.

Violation of this policy constitutes unacceptable use of computing resources and may violate University policies and/or state and federal law. Suspected or known violations should be reported to the Vice President of the Information Technology Division or his/her designated representative.

Violations will be forwarded to Student Life and will be adjudicated in accordance with the Student Handbook. Violations may result in revocation of computing resource privileges, student disciplinary action or legal action.

II.   Policy

Users Responsibilities

Users are responsible for safeguarding their logins and passwords and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her login. Users are solely responsible for their personal use of computing resources and are prohibited from representing or implying that their content constitutes the views or policies of CSU.

Users must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property.

Any copyrighted, electronic information retrieved from computer or network resources must be used in compliance with applicable copyright and other laws. Use of electronic versions of text, pictures, icons, etc. must have the proper citation that lists the owner of that material. Plagiarism of electronic information is subject to the same sanctions as apply to plagiarism in any other medium.

Users may not install software onto the network without first receiving express authorization to do so from the Vice President of Information Technology Division.

All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any CSU faculty or student, except pursuant to a valid license or as otherwise permitted by copyright law.

Users are responsible for using standard e-mail and Internet etiquette. This etiquette includes: not forwarding private or confidential email to any other person without permission of the sender; not altering or copying a file without first obtaining permission from the owner; not sending chain mail; not sending unsolicited mass mail

CSU provides access to an area on its servers where CSU students can publish their own personal WWW pages. Web pages published by the students in these personal areas will not be reviewed by CSU staff and does not represent an official university communication. The content of those WWW pages is the sole responsibility of their publishers. CSU shall not be responsible for the material or opinions expressed in these homepages.

When a user creates and publishes a web page, the user is responsible for adding the following text to any web pages published:

- "Individual faculty, staff or students have created this web page. Coppin State University. "CSU" makes absolutely no guarantee as to the currency, accuracy or quality of the information published and/or archived; nor will CSU accept any responsibility for other organizations, businesses or private persons who provide information on the CSU system. The views and opinions expressed on this page or any links made available are strictly those of the web page author and do not necessarily state or reflect those of CSU. The contents of these pages have not been reviewed or approved by Coppin State University".
- This disclaimer must be part of the web page.

Pages must be used for educational or professional purposes only. No pages created solely or partially for commercial purposes will be allowed without the express written consent of the President of Coppin State University or his/her designee.

In the event that a web page or other Internet resource causes interruption of other CSU Internet services, the appropriate staff will remove that resource until the cause of the interruption is eliminated.

Users are expected to follow any additional rules in effect at specific labs.

III.   Procedure

Users are prohibited from:

- Sending unsolicited mass mail (spamming).
- Altering system or hardware configurations without authorization or disrupting or interfering with the delivery or administration of computer resources.
- Attempting to access another user's account, private files or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication
- Misrepresenting oneself as another individual for the purpose of completing an online test, computer or online assignment. Suspected or known violations will be reported to the Vice President of the Information Technology Division and will be forwarded to the Vice President of Academic Affairs.

The Vice President of Academic Affairs shall forward any violations to the Vice President for Student Affairs and will be adjudicated in accordance with the Student Handbook.

Using computing resources to engage in conduct that interferes with other's use of shared computer resources or disrupts other computer users.

Using computer resources for illegal activities. Criminal and illegal use may include distributing or accessing obscenity or pornography for non-academic purpose, threats, harassment, copyright infringement, defamation, theft and unauthorized access. Conveying threats or harassment is defined as any speech that falls outside the scope of the First Amendment protection.

Using computer resources for political, personal or commercial use.

Intentionally developing and using programs that disrupt other computer users or which access private or restrictive portions of the system and/or damage the software or hardware components of the system. Computer users must use great care to ensure they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including CSU, as well as criminal action.

Administration

A firewall is a part of the University's computer network. Its purpose is to protect the confidential nature of the University's computer network.   The firewall logs and documents all traffic between CSU network and the Internet (i.e. user ids and web pages read). These logs will be used to research violations of the Computer/Internet guidelines.

The maintenance, operation and security of computing resource require responsible University personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be persevered. Nevertheless, that privacy is subject to the Maryland Access to Public Records Act, other applicable state and federal laws and the needs of the University to meet its administrative, business and legal obligations.

IV.   Definitions

The following terms apply for the purpose of this policy. Definitions for these terms may be found at https://lookup.coppin.edu/cpd/Pages/Home.aspx:

Academic Content	*DMZ*
Acceptable Risk	*Firewall*
Accountability	*HEOA*
As Needed Basis	*Incident*
Authentication	*Information Custodian*
Authorization	*Initial password*
Authorized Software	*Integrity*
Certification	*IP Address*
Computer	*IT Systems*
Confidentiality	*Mobile Code*
Cookies	*Mobile Device*
Copyright	*Microsite*
Course Site	*Network*
Data Owner	*Non-Public*
DMCA	*Non-Sensitive Information*

__OIT__	*__Student__*
__Password__	*__Student Organization__*
__Peer-To-Peer File Sharing__	*__Support__*
__Policy__	*__Term Activation__*
__Privacy__	*__Trusted Entity__*
__Protected Resource__	*__Universal Resource Locator (URL)__*
__Public__	*__Un-trusted Entity__*
__Risk__	*__Upgrade__*
__Sensitive Information__	*__Vendor__*
__Smart Classroom__	*__Version__*
__Software__	*__Virtual Machine (VM)__*
__Storage Media__	*__VoIP__*

V. References

- Policy: ITD-CNS-002, CSU System Monitoring Policy
- Policy: ITD-CNS-003, CSU Firewall Policy
- Policy: ITD-GEN-004, CSU Illegal File Sharing Prevention Policy
- Policy: ITD-GEN-006, CSU Faculty/Staff Computer Use and Internet Access Policy
- Policy: ITD-GEN-011, CSU IT Security Program
- Policy: ITD-CNS-012, CSU Intrusion Prevention and Detection
- Procedure: ITD-GEN-007P, Incident Response Procedure