This bill specifies the policy portion of the Faculty Handbook Chapter 6: Information Technology. This bill repeals Faculty Senate Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on campus.

"COMPUTER USE ON CAMPUS" TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, Chapter 6 of the Faculty Handbook be amended by replacing the existing content with the following:

Chapter 6: Information Technology

Policy

A. Computer Use on Campus

Faculty Senate Bill 16-A-5 begins here.

Use of Southeast Personal Computer Keys

1. Access to University-provided data processing resources is controlled by the issuance of personal identification codes. An employee or student receiving a personal identification code assumes responsibility for all computing activity performed under that code (whether he or she personally performs the activity or not).

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

3. Use of personal identification codes may not be transferred to another person or group. No person or group other than the person to whom it was issued may use that person’s code.

Use of Computer Facilities
User Priorities

According to the Business Policy and Procedure Manual: Information Technology and Networks, “Access to information technology and network systems owned, operated or leased by Southeast Missouri State University is given for the sole purpose of supporting the University’s education, research, and service mission. Users of the University’s information technology and network systems are responsible for using the systems in a manner consistent with this mission and in compliance with local, state, and federal laws, MORENET regulations, and all policies and procedures of the University.”

Registered guests are permitted to use university computer facilities according to established Information Technology procedures. (See Procedures section of Chapter 6).

Restrictions

Persons below high school age are not permitted to use university computer facilities unless registered with a temporary guest login.

Under no circumstances are users permitted to duplicate copyrighted programs on University equipment.

Users are not permitted to alter computer hardware or change hardware configurations in University computer laboratories.

Theft, or deliberate destruction of University equipment (i.e., hardware, software, manuals, etc.) will be reported to the Department of Public Safety; users will be held financially liable for the replacement cost of lost or stolen resources.

University Inspection of Personal Electronic Information

According to Section 5 of the Information Technology and Network Systems Acceptable Use Policy and Procedures, “Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources
2. There is a suspicion of misconduct under University procedures, or suspicion of violation of Federal or State laws or
3. It is necessary to comply or verify compliance with Federal or State law”

Software Copyright Policy
According to the Southeast Missouri State University Copyright Manual, “Southeast Missouri State University respects the rights of copyright holders and the copyright laws, and recognizes that in an electronic age copyrighted works are particularly vulnerable to misuse and unintended further distribution…. [The Copyright Manual provides] a summary of current interpretations of U. S. Copyright law as it relates to the use of copyright-protected works in the classroom and library at the University, and to provide guidelines and procedures for obtaining copyright permissions to use these works…. As such, it offers information and clarification about compliance with relevant portions of the United States Copyright Act, U.S.C. Title 17.” (Copyright Manual, p. 4).

Persons loading software on any University computer must adhere to all licensing requirements for the software, except where allowed by University site licenses. Copying software licensed to the University for personal use is a violation of the University Acceptable Use Policy. (Acceptable Use Policy, Guideline #3).

Use of Academic Servers

Faculty retain the right of access and control over their intellectual property hosted on academic servers (any servers for teaching and learning online) subject to MORENET regulations, including:

1. Access to the Learning Management System for professional duties, including teaching, research, and student advising
2. Ownership and control over personal intellectual property hosted on academic servers
3. Due process in the event of account or access closure, including notification and sufficient time to remove any personal data from academic servers
4. Confidentiality in development of projects, research, promotion and tenure documents, or other legitimate faculty interests

The principles of academic freedom extend in their entirety to the online environment.

Approved by Faculty Senate, Bill 16-A-5 February 24, 2016, Reviewed by President August 9, 2016, Approved by Board of Regents September 9, 2016.

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Handbook Section: Chapter 6 (All): Information Technology (Policy)
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