Brief Summary: This bill specifies the procedures portion of 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85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on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 PROCEDURES SECTION

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

1 Chapter 6: Information Technology

2 Procedures

3 A. Computer Use on Campus

4 Faculty Senate Bill 16-A-XX begins here.

5 Use of Personal Computer Access Codes (Southeast Keys)

6 The personal identification code used to access university-provided data processing resources is referred to as a Southeast Key. The Department of Information Technology recommends that users change their Southeast Key passwords at least every six months. Passwords should not be displayed openly in written material

10 Use of Computer Facilities

11 Users agree to comply with all guidelines and restrictions outlined in this Chapter and the Information Technology and Network Systems Acceptable Use Policy and Procedures. Violation “may result in denial of access to University computer resources and other disciplinary actions
Guest use of computer facilities provides a secure connection to the Southeast LAN and WiFi network. For a guest account, a temporary username and password must be requested of the Information Technology Department by a Southeast Missouri State University academic or administrative unit. The responsible academic or administrative unit is required to obtain and retain current identifying information about the guest user before allowing guest access. Accounts are set to expire after 1-10 consecutive days, depending upon the request. The sponsoring department is responsible for providing the account and password to the guest. All guests must abide by the Information Technology and Network Systems Acceptable Use Policy and Procedures.

Software Copyright Procedures

Southeast Missouri State University does not condone any illicit use of software. What constitutes licit use depends upon the individual software licensing agreement. Negotiation of liberal site licensing agreements with vendors is encouraged.

Generally speaking, the following will be considered to be lawful use of software by someone who owns the license to a copy of computer software:

1. Configuring the software and making other reasonable modifications specifically designed to fit the software to the user's needs. (Note: In some instances, such action may void any warranty on the software.)

2. Configuring the operating systems and installing and configuring software on a faculty member’s office devices to fit the user’s needs as allowed by manufacturer and license agreements.

3. Using the software on only one machine at a given time.

4. Selling or giving the original copy and documentation to another, provided that the transferor keeps no copies whatsoever of either the software or documentation and provides the transferee only the original copies. (This assumes that the copy of the software is owned by the transferor rather than borrowed or leased.)

The following are actions that are considered illicit and may subject the actor to sanctions by the University:

1. Providing copies of copyrighted or licensed software to others while maintaining copies for one's own use unless there is a specific provision in the license allowing such activity. The activity is forbidden even if the software is provided without cost for an educational purpose.
2. Using software or documentation known to have been obtained in violation of the copyright law or a valid license provision. Use of a copy of a copyrighted program obtained from another party for which no license exists that allows such a transfer will be presumed to be knowing, and the burden of demonstrating that the use was innocent will rest with the user.

3. Using a copyrighted program on more than one machine at the same time, including use on a campus network or multiple workstations accessing the same copy of the program unless a specific license provision permits such activity.

Approved by Faculty Senate, Bill 16-A-XX [Insert Date]
Approved by Board of Regents – [Insert Date]

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