



Gonzaga University School of Law

Network and Computer Resource Acceptable Use Policy

Section 1: Introduction

- a. This policy is established to make users of Gonzaga University's computing resources aware of their privileges and responsibilities.
- b. This policy is established to maximize the value of those resources to the university community while permitting maximum freedom of use consistent with law, the University's mission statement, the Student Handbook, the Personnel Policies and Procedures Manual, the Faculty Handbook, and a productive environment. Any use of Gonzaga University computing resources which violates policies contained in these manuals and handbooks also violates this policy; nothing in this policy shall contradict existing University policy.
- c. Violation of this policy can result in reprimand, reduction or loss of computing privileges, and/or referral to University authorities for disciplinary action. Violation of law may result in referral to appropriate authorities.
- d. This policy provides general guidelines regarding the use of GUnet. Refer to <http://www.gonzaga.edu/tech/aup/> for specific examples of acceptable and unacceptable uses of GUnet as defined by this policy.

Section 2: Definitions

- a. *GUnet* -- the physical network media and the attached computers and software owned or controlled by the University. GUnet includes ZagNet, the student network connecting the residence halls to the campus network.
- b. *Internet* -- the global computer network composed of millions of computers and thousands of networks.
- c. *Logged on* -- connected to a service with a non-public user identification (e.g., personal account).
- d. *Resource* -- any computing device, peripheral, software, or related consumable (e.g., paper, disk space, central processor time, network bandwidth) owned or controlled by the University.
- e. *Service* -- any software that makes a computer's files or other locally stored information available for use by another computer or facilitates the transfer of data between two remote computers. Services include, but are not limited to, web, file, and e-mail server software.
- f. *Spam* -- unsolicited mass e-mail for the purpose of advertising a service, personal gain, or other inappropriate use.

Section 3: General Usage Statement

- a. Network and computing resources at the University are provided primarily to support the mission of the University. Users may occasionally use GUnet for personal needs as long as such use is consonant with established University policy and does not inhibit academic or administrative use of GUnet.

- b. The University cannot provide, and will not be responsible for, software kept on personally owned computers, nor are they responsible for the installation, repair, maintenance or upgrade of personally owned hardware.
- c. Users should not leave a computer logged on if the user will be away from the computer for an extended period of time (e.g., two hours) or the computer is in an unsecured area. Data on local hard drives should be secured either through password protection or physical security (e.g., locked office) when the user is not present.
- d. Personal accounts are private and should not be shared with others.
- e. The use of University resources, including GUnet, for political gain or exclusive personal gain shall not be permitted.
- f. The University may restrict the use of computing and network resources. This includes blocking spam messages and deleting user files and mail to conserve disk space on University owned computers.
- g. Employees, students, and other authorized users may post electronic documents and images (e.g. web pages) for public access provided that those documents conform to policies contained within the documents listed in Section 1 {b} and United States and international copyright law.

Section 4: Unacceptable Uses

- a. Using GUnet for any unlawful activity.
- b. Sending spam or creating or retransmitting chain e-mail messages.
- c. Sending e-mail from another user's account.
- d. Altering the header of an e-mail message to prevent the recipient from determining the actual sender of the e-mail.
- e. Logging into or using any computer account or accessing, modifying, or creating any files without the account owner's permission.
- f. Introducing new services or resources (e.g., personal web server) or altering existing services or resources (e.g., registering personal domain name) on GUnet without the approval of Information Technology Services.
- g. Transmitting, without authorization, information proprietary to the University or information that could be construed as a statement of official University policy, position, or attitude.
- h. Distributing information encouraging the patronage of network sites containing material prohibited by policies contained within the documents listed in Section 1 {b}.
- i. Wasting resources such as print services, disk space, and network bandwidth.
- j. Intercepting network traffic without authorization.
- k. Using GUnet for any activity that results in degradation of University provided services, denies services to other GUnet users, or jeopardizes the security or capabilities of GUnet.

Section 5: Privacy

- a. Under ordinary and normal circumstances, a user's computer files -- including electronic mail -- are considered private. In order to correct system problems or investigate misuse of resources, it may be necessary for system administrators to examine users' files (including e-mail and network traffic). In such cases, user privacy will be respected to the extent possible consistent with University policy and the law.

- b. Personal web pages and e-mail addresses may be listed on University directories unless the user specifically requests that this information be kept confidential.

Section 6: Law School Addendum

- a. **Restriction on Use.** The Gonzaga University School of Law provides computing equipment and access to networks for the expressed purpose of supporting the academic, research, education, and administrative activities of the Law School. The use of the Law School computer facilities in a manner that harasses, offends, threatens, or otherwise creates an intimidating, hostile or offensive educational environment is a violation of the Gonzaga University School of Law Code of Student Conduct. These activities may include, but are not limited to:
 - 1. Sending, downloading, storing, displaying, printing, or otherwise disseminating material, which is obscene, lewd, or sexually harassing, whether in text, image, sound, or other digitized format.
 - 2. Sending, downloading, storing, displaying, printing, or otherwise disseminating material, which is disrespectful of the rights of another law student or others, or which would constitute harassment or discrimination as set out in the rules of the Law School, whether in text, image, sound, or other digitized format.
- b. **Termination of Accounts.** Students leaving Gonzaga University School of Law for any reason, other than graduation, will be able to access their Gonzaga e-mail for seven (7) days after notification to the Registrar of their decision to leave. The Registrar, upon notification, will inform the system administrator to remove the e-mail account, and the former student will be notified by e-mail.
- c. **Obligation to Read University and Law School E-Mail.** E-mail is an official means of communication at Gonzaga University and the Law School. The University and law school may send communications to students by e-mail and have the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways. Students have the responsibility of accessing and reading their e-mail messages on a regular and frequent basis. Regular and frequent is described as almost daily, if not daily. Students will be held to have constructive notice of all campus e-mails sent to them.
- d. **E-mail Account Size Limits.** The Gonzaga Law School e-mail account you'll use throughout your law-school career is limited in capacity, and it's your responsibility to manage your account so it doesn't exceed the limits. E-mail is an official form of communication from the law school and university to you. If your mailbox is over its limits, you might miss crucial information from faculty or staff concerning classes, grades, or events. There are three limits. When your mailbox reaches 55MB, you'll receive a warning message. When it reaches 60MB, you'll no longer be able to send messages. When the mailbox gets to 65MB, you won't be able to send or receive messages.

Section 7: Agreement

- a. I understand that access to GUnet is a privilege and not a right. I acknowledge that failure to conform to this policy statement may result in revocation of my GUnet account(s) and/or network access. Furthermore, disciplinary action consistent with University policy may be taken by the appropriate University officers (e.g., Student Life, Department Chair, supervisor) and illegal activities may be referred to the appropriate authorities.
- b. I understand the above stated conditions for accessing GUnet and the Internet, and I agree to abide by these terms and conditions. I understand that certain material found on the Internet is offensive to some people and that I access the Internet of my own free will. Furthermore, I request access to Gonzaga University computing resources and/or an account on GUnet.

Name of user: _____
Please Print

Signature of user: _____ Date: _____

Complete this form and return the last page to the Law School Registrar, Robin Parks. If you can scan the signed page into a .pdf file, you may e-mail the file to rparks@lawschool.gonzaga.edu Alternatively, you may fax the signed page to (509) 313-5710 or send it by U.S. Mail to:

**Robin Parks, Registrar
Gonzaga University School of Law
P.O. Box 3528
Spokane, WA 99220**