

UNIVERSITY OF DAYTON

**POLICY ON FAIR, RESPONSIBLE AND ACCEPTABLE
USE OF ELECTRONIC RESOURCES**

*Guidelines for Interpreting the Policy on Fair, Responsible, and
Acceptable Use of Electronic Resources*

February 3, 2003

The following guidelines and associated examples highlight the types of activities that constitute unfair, irresponsible, or unacceptable use of University of Dayton (UD) electronic resources. Please note that these examples are provided for the purpose of illustrating the policy’s intent. This is not intended to be an exhaustive list.

6a) University of Dayton electronic resources may not be used to damage, impair, disrupt or in any way cause purposeful or reckless damage to University of Dayton networks or computers or external networks or computers.

You are responsible for your ID and password.

Table 1 – Cross References

Human Resources Policies and Procedures Manual for Staff employees	Faculty Handbook	Student Handbook
<ul style="list-style-type: none"> • Responsibilities Associated with Access to Electronic Records and the Administrative Computing System • Confidentiality and Security of University Property 	General University Policies <ul style="list-style-type: none"> • Confidentiality and Security of University Property 	<ul style="list-style-type: none"> • Damage • Falsification of Records • Forgery and Misrepresentation

For example, you may not:

1. Use University of Dayton electronic resources to breach security of any computer system
2. Use computer resources to send large amounts of email (e.g., email “spamming”) to an internal or external system
3. Send email of any type to someone’s address in an effort to disable their email capabilities
4. Run DNS or DHCP servers that interfere with the University network
5. Forge, alter or willfully falsify electronic mail headers, directory information, or other information generated and/or maintained by the University
6. Use computer resources irresponsibly or in a manner that adversely affects the work of others. This includes recklessly or intentionally (a) damaging any system by introducing computer “viruses” or “worms,” (b) damaging or violating information not belonging to you, or (c) misusing or allowing misuse of computer resources
7. Use University of Dayton resources for non-University related activities that unduly increase the network load (e.g., chain mail, network gaming and spamming)

6b) Unauthorized access, reproduction or use of the resources of others is prohibited.

Educational activities, if supervised by faculty members for educational purposes, are considered “authorized.”

Table 2 – Cross References

Human Resources Policies and Procedures Manual for Staff employees	Faculty Handbook	Student Handbook
<ul style="list-style-type: none"> • Responsibilities Associated with Access to Electronic Records and the Administrative Computing System • Confidentiality and Security of University Property 	<p>General University Policies</p> <ul style="list-style-type: none"> • Confidentiality and Security of University Property • World Wide Web Policy 	<ul style="list-style-type: none"> • Compliance with rules and regulations of other institutions • Damage • Falsification of Records • Forgery and Misrepresentation

For example, you may not:

1. Make illegal unauthorized copies of copyrighted materials. Copying or downloading copyrighted materials without the authorization of the copyright owner or other legal privilege is against the law, and may result in civil and/or criminal penalties, including fines and imprisonment
2. Create or execute any computer programs intended to (a) obscure the true identity of the sender of electronic mail or electronic messages, (b) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (c) examine or collect data from the network (e.g., a “network sniffer” program)
3. Use electronic resources to gain unauthorized access to resources of the University or other institutions, organizations, or individuals
4. Use false or misleading information for the purpose of obtaining access to unauthorized resources
5. Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization
6. Use electronic resources to discover another individual’s password
7. Use electronic resources to obtain personal information (e.g., educational records, grades, or other University files) about an individual without their permission
8. Use electronic resources to forge an academic document

9. Use electronic resources to take without authorization another person’s work or to misrepresent one’s own work.
10. Use electronic communication to cheat, take advantage of, exploit, or conspire on examinations, papers, or any other academic work
11. Use electronic resources to falsify or fabricate research data
12. Use electronic resources to obtain or release another individual’s or entity’s proprietary information or trade secrets
13. Use University of Dayton electronic resources for remote activities that are unauthorized at the remote site
14. Intercept transmitted information intended for another user
15. Scan computers for open or used ports

6c) Use of University of Dayton electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited.

Table 3 – Cross References

Human Resources Policies and Procedures Manual for Staff employees	Faculty Handbook	Student Handbook
<ul style="list-style-type: none"> • Responsibilities Associated with Access to Electronic Records and the Administrative Computing System • Confidentiality and Security of University Property 	General University Policies <ul style="list-style-type: none"> • Confidentiality and Security of University Property 	<ul style="list-style-type: none"> • Damage • Falsification of Records • Forgery and Misrepresentation

For example, you may not:

1. Send chain email or information meant to defraud receivers of money or property
2. Send large quantities of email to an individual’s mailbox (e.g., email “spamming”), which have the effect of interfering with or causing impairment to that individual’s activities
3. Change an individual’s password in an effort to access their account
4. Communicate or use any password, personal identification number, credit card number or other personal or financial information without the permission of its owner

6d) Use of University of Dayton electronic resources to harass or make threats to specific individuals, or a class of individuals, is prohibited.

Table 4 – Cross References

Human Resources Policies and Procedures Manual for Staff employees	Faculty Handbook	Student Handbook
<ul style="list-style-type: none"> • Dignity of Persons Within the University Community and Standards of Behavior • Sexual Harassment Policy • Affirmative Action and Equal Employment Opportunity 	General University Policies <ul style="list-style-type: none"> • Statement on Demonstrations, Dignity and Diversity • Sexual Harassment Policy • Affirmative Action Policy and Americans with Disabilities Act 	<ul style="list-style-type: none"> • Harassment

For example, you may not:

1. Send unwanted and repeated communication by electronic mail, voicemail or other form of electronic communication
2. Send communication by electronic mail, voicemail or other form of electronic communication that contravenes the University’s “Statement Against Discrimination or Harassment”
3. Use email or newsgroups to threaten, stalk or harass someone
4. Post or send personal or sensitive information about individuals via any form of electronic communication that may harm or defame

6e) Use of University of Dayton electronic resources in pursuit of unauthorized commercial activities is prohibited.

Faculty, staff and students may be authorized for such activities under special circumstances when deemed to contribute to the reputation of the University of Dayton or to promote the tenure track of faculty.

Table 5 – Cross References

Human Resources Policies and Procedures Manual for Staff employees	Faculty Handbook	Student Handbook
<ul style="list-style-type: none"> • Conflict of Interest Policy • Distribution or Sale of Materials and Solicitation of or by Employees 	General University Policies <ul style="list-style-type: none"> • Conflict of Interest in Research and Outside Employment • Distribution or Sale of 	<ul style="list-style-type: none"> • Business Operations

<ul style="list-style-type: none"> • Misconduct in Research and Scholarship 	<p style="text-align: center;">Materials and Solicitation of or by Employees</p> <p>Faculty Policies</p> <ul style="list-style-type: none"> • Professional Ethics 	
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For example, you may not:

1. Use computer resources for personal commercial gain, or other commercial purpose without approval by the University
2. Use computer resources to operate or support a non-University related business
3. Use computer resources in a manner inconsistent with the University’s contractual obligations to suppliers of those resources or with any published University policy
4. Use your University-granted web space for personal monetary gain (this includes clickable ads and pay-per-click banners) without approval by the University
5. Register domain names to the University of Dayton network without proper approval

6f) Use of University of Dayton electronic resources to violate city, state, federal or international laws, rules, regulations, rulings or orders, or to otherwise violate any University rules or policies is prohibited.

Table 6 – Cross References

Human Resources Policies and Procedures Manual for Staff employees	Faculty Handbook	Student Handbook
<ul style="list-style-type: none"> • Responsibilities Associated with Access to Electronic Records and the Administrative Computing System • Confidentiality and Security of University Property 	<p>General University Policies</p> <ul style="list-style-type: none"> • Confidentiality and Security of University Property 	<ul style="list-style-type: none"> • Gambling • Damage • Falsification of Records • Forgery and Misrepresentation • Compliance with rules and regulations of other institutions

For example, you may not:

1. Pirate software, upload or download music (MP3’s and videos) and images in violation of copyright and trademark laws
2. Effect or receive unauthorized electronic transfer of funds

3. Disseminate child pornography or other obscene material
4. Violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose