Acceptable Use of University Computing Facilities

Oregon State University Policy on Acceptable Use of University Computing Facilities --

The University encourages sharing of information, comprehensive access to local and national
facilities to create and disseminate information, and free expression of ideas. General access
facilities and infrastructure are provided to further these purposes. There is an obligation on the
part of those using these facilities and services to respect the intellectual and access rights of
others--locally, nationally and internationally.

Computing resources and facilities of Oregon State University are the property of the University
and shall be used for legitimate University instructional, research, administrative, public service,
or approved contract purposes. Supervisors may, in their discretion, allow personal use by the
employee of these resources which does not interfere with the institution's or with the employee's
ability to carry out institution business. Individuals who disregard elements of this policy will be
subject to appropriate disciplinary and/or legal action by Oregon State University.

Use of University computing facilities for personal or commercial monetary gain must be
consistent with state statutes and Board of Higher Education Administrative Rules. Such use
should be specifically recognized by the existence of a written contract giving full detail of any
financial obligation and/or charge for use if any.

Individuals and non-University organizations using University facilities to gain access to non-
University facilities must be cognizant of and observe the acceptable use policies of these non-
University organizations, such as Internet II. Failure to observe these policies will result in
disconnection of the supporting server from the network.

Unauthorized viewing or use of another person's computer files, programs, or data is prohibited.
All users should also be aware that state law may require disclosure of individual computer files
which are deemed public records under the state public records statute and that state and federal
law may prohibit the disclosure of certain records as well.

Entry into a system, including the network system, by individuals not specifically authorized (by
group or personally) or attempts to circumvent the protective mechanisms of any University
system are prohibited. Deliberate attempts to degrade system performance or capability, or
attempts to damage systems, software or intellectual property of others are prohibited.

The electronic mail system shall not be used for "broadcasting" of unsolicited mail (unless
authorized by the department chair or unit head) or for sending chain letters. The communication
system shall not be used for sending of material that reasonably would be considered obscene,
offensive, or threatening by the recipient or another viewer of the material.

It is the policy of the University not to monitor individual usage of any general facility.
However, the University reserves the right to monitor and record the usage of all facilities if it
has reason to believe that activities are taking place that are contrary to this policy or OUS, state
or federal law or regulation and as necessary to evaluate and maintain system efficiency. The University has the right to use information gained in this way in disciplinary or criminal proceedings.

University Computing Services is the appropriate campus agency for the negotiation of contracts and licenses for facilities used on a campus-wide basis, and is the appropriate repository for those relative contracts and licenses. Individual units may negotiate for facilities of more specific nature but should be cognizant of state and OUS contract and license requirements. Contracts with external organizations must be approved and signed by the University Contracts Officer.

Virtually all commercial software is protected by the Federal Copyright Act. Use of University facilities for the use of or the copying of computer software that does not contain specific permission to copy (some licenses do allow the making of one copy for backup) is prohibited. The unauthorized publishing of copyrighted material on a University server is prohibited and users are responsible for the consequences of such unauthorized use.

Assume all materials on the web are copyrighted unless there is a waiver or disclaimer that is clearly stated by the owner. Copyrighted works on a web page cannot be used without express permission of the copyright owner. Copyrighted works may include: artwork, articles, cartoons, photographs, music, videos, films, and graphics scanned or used from published works or web sites. Pictures or videos of people may not be used on a web page without the permission of the people in the picture or video.

An individual's access to computer resources may be suspended or terminated immediately upon the discovery of a serious first time violation of this policy or for repeat offenses in appropriate circumstances.

This policy contains Oregon State University's complete acceptable use policy and replaces the Department of Administrative Services policy issued February 18, 1997.