

INTRODUCTION AND PURPOSE

Computers and electronic communication devices are vital tools in accomplishing the NDSU mission. The university invests in and supports a variety of information technology equipment, software and services. Most employees and students depend on these resources daily to accomplish their work.

NDSU students need to be good stewards to ensure that our limited IT resources are used effectively. In accordance with the policies of the State Board of Higher Education and NDSU acceptable use policies, the university has a responsibility to ensure that IT resources are used appropriately and legally.

Please be aware that except where precluded by law, the university has the right to measure and monitor use of information technology resources. This includes, but is not limited to, storing, accessing and reviewing information received or sent through email or over the Internet. Although individual Internet usage is not routinely monitored, such monitoring is possible when requested by an appropriate official. The university will cooperate with law enforcement investigations.

If you have a question about appropriate use of information technology resources, be sure to discuss it with the Director of Residence Life. The NDSU Information Security Office also is available to answer questions and help supervisors facilitate a safe and productive work environment.

APPROPRIATE USE OF NDSU ELECTRONIC COMMUNICATION RESOURCES

ACCEPTABLE USES INCLUDE

- Accessing material and information related to course work
- Conducting institutionally sanctioned research or outreach activities with internal or external constituencies
- Administering the business of the university
- Incidental personal use as determined by NDSU Division of Student Affairs

EXAMPLES OF UNACCEPTABLE USE

- Engaging in any type of online harassment activity or similar inappropriate behavior
- Accessing or distributing sexually explicit, offensive or erotic material
- Unauthorized access or misuse of NDSU electronic and network resources
- Using peer-to-peer or streaming technologies for transfer of copyright-infringed materials and/or non-academic purposes
- Illegal sharing of movies, music, television shows, software or other media
- Knowingly distributing malware or bypassing network protections
- Manipulating network addresses of electronic devices

REMEMBER: Misuse can result in permanent loss of privileges and network access.

POLICIES

NORTH DAKOTA STATE UNIVERSITY

NDSU policy 158 - Acceptable Use of Electronic Communication Devices

NDSU policy 609 - Email as an Official Communication Method to Students

www.ndsu.edu/policy

NDSU Procedural Guidelines

www.ndsu.edu/its/au

NDSU Student Code of Behavior, section 4.7

www.ndsu.edu/vpsa

NORTH DAKOTA UNIVERSITY SYSTEM

NDUS policy 1901.2 - www.ndsu.edu/its/ndus-1901-2

Section 1: Definitions - Authorized use

Section 3: Freedom from harassment and undesired information

Section 4.2: Imposition of sanctions

Section 4.3: System administration access

PROCEDURAL GUIDELINES

Discovery of a potential acceptable use violation can result from a number of triggering events that include, but are not limited to:

- Bandwidth and network monitoring
- Complaint made by student(s), staff, faculty or other individual(s)
- Inadvertent discovery during routine service or maintenance
- Federal copyright law complaint (includes copyright protected materials such as music, movies, software, etc.)
- Law enforcement query or subpoena
- Open records request

By following appropriate policies and procedures, students can enjoy the benefits of high-speed Internet, email and access to a variety of other IT resources.

NOTIFICATION

The NDSU Information Security Office will be immediately notified to assist in the investigation of any impending or alleged violation.

The Provost's designated representative will be notified as soon as possible and will determine an appropriate course of action.

If criminal violations are suspected, appropriate law enforcement will be notified.

ACTION

If there appears to be a potential violation of Acceptable Use Policies, or a student's computer has been compromised, network access and services may be suspended immediately.

Suspected or known violations of acceptable use may result in long-term suspension of network access and services, monitoring and/or seizure and examination of equipment and related technology devices.

FOR MORE INFORMATION

NDSU Information Security Office

Information Technology Division

(701) 231-6730

ndsu.itso@ndsu.edu

www.ndsu.edu/its/security

This publication will be made available in other formats upon request at (701) 231-6730.

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