

<b>Policy Number</b>	705.000
<b>Policy Title</b>	IT RESIDENTIAL NETWORK ACCEPTABLE USE POLICY
<b>Responsible Officer</b>	Vice President, Information Technology
<b>Responsible Office</b>	Information Technology Services
<b>Summary</b>	Welcome to CIU's Residential Network. We want to help ensure that your use of University computing resources enhances your education and personal life while remaining consistent with the Biblical and Ministry Standards & Community Life handbook, S.C. and U.S. law, and good stewardship. Corporate wireless access points are CIUWifi and other designated wireless networks for guest or residential use. Please take time to review these guidelines carefully and feel free to talk to us about any concern or question.
<b>Definitions</b>	<p><i>Computer Resources</i>-Hardware and software components associated with the CIU network infrastructure to include telephones, PCs, printers, faxes, scanners, servers, switches, routers, cabling, fiber, etc. (See hardware lists in SharePoint)</p> <p><i>Data/Information Breach</i> -Unauthorized disclosure of information that compromises the security, confidentiality or integrity of the CIU system network, infrastructure or data.</p> <p><i>Information Data Stewards</i> -Individuals responsible for the management of specific information systems (usually a department head).</p> <p><i>Information System</i>-Any systematic collection of student, personnel, academic or financial data that is stored on the CIU network and used to conduct CIU business. Information may be housed on a server(s) or on individual machines.</p>
<b>Approving Body</b>	Corporate Technology Steering Committee; Academic Council; Administrative Council
<b>Approval Date</b>	June 27, 2010
<b>Last Revision</b>	November 1, 2016 Academic Council – July 10, 2017 ; Administrative Council – May 8, 2017
<b>Re-evaluation Date</b>	Fall 2021
<b>Departmental Impact</b>	All CIU, Ben Lippen, and Pine View Employees, Students and Guests

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

## Policy

### UNAUTHORIZED NETWORK CONNECTIONS

Only authorized users, using registered equipment, are allowed to connect to the CIU Network. You are responsible for all activity from equipment you use on the CIU Residential wireless network, and from the residence network port assigned to you. If you suspect unauthorized use of your equipment or port, notify the IT Service Desk in the Library immediately. Residential Network access is provided to current students, current faculty and staff, alumni, and authorized special guests such as conference attendees, speakers, etc.

### NETWORK SECURITY

All equipment and software associated with the CIU computer network is the property of Columbia International University. These resources are provided for use by authorized individuals, using registered equipment, for CIU approved activities. Local, state, and federal laws and regulations govern the use of computers, software, communications networks, and online material. Educational institutions are responsible for taking reasonable measures to prevent illegal or unethical use of their computer systems. Consequently, CIU monitors network and computer related activity and files at its discretion to establish and maintain security, preserve system integrity, ensure proper operation, analyze usage patterns, and comply with legal requirements. CIU reserves the right to require removal of any material or equipment which, in its opinion, presents a compromise of appropriate use.

## **ANTIVIRUS REQUIREMENT**

New viruses appear on the Internet on a daily basis. All computers attached to the CIU Network must have antivirus software installed and the virus definitions must be kept up to date. Failure to do this will result in a loss of network connection privileges until this requirement is met. IT Support, reserves the right to inspect computers for compliance prior to account activation. IT Support also reserves the right to conduct inspections on any computer attached to the CIU network at any other time should suspicion arise about that unit's ability to maintain network integrity. Students whose computer releases a virus onto the network due to absent or outdated virus protection may be held responsible for costs associated with any damage caused to CIU network resources.

## **FORMS OF SPEECH AND THE LAW**

Communications that would be illegal or that would violate CIU standards in the "offline" world are equally illegal or in violation of CIU standards when they occur online. It is against the law and CIU standards to harass someone through e-mail. Harassment is not tolerated in any form. Do not send or forward harassing, fraudulent, obscene, threatening, or defamatory messages or materials to anyone. CIU monitors network and computer related activity at its discretion. Indications of activity which is illegal or in violation of CIU standards will be investigated and addressed as appropriate.

**COPYRIGHT, FILE SWAPPING, AND THE LAW** Except within strict boundaries defined by U.S. Copyright Law, the use of a computer to receive, copy, store, modify or transmit material (e.g. music, movies, software, text, photographs, illustrations, material obtained through Internet fileswapping services) without written permission from the copyrighted material's owner is a violation of federal law. According to U.S. Copyright Law, copyright violations can be subject to civil damages of as much as \$150,000 per work copied plus additional criminal penalties. Nonadherence to the law could place you and CIU in serious legal jeopardy, opening the institution to significant lawsuits and public embarrassment. Illegal file swapping or any other method of copyright violation is not permitted. Any form of copyright violation will result in a suspension of your connection capability and a referral to the appropriate Student Life dean for resolution. Furthermore, CIU will fully cooperate with local, state, or federal authorities in the course of any investigation of suspected copyright violations.

## **ADDITIONAL GUIDELINES**

In addition to the above guidelines, individuals who connect to the CIU network are expected to refrain from the following activities:

1. Any action that impairs and/or alters the network service, equipment, wiring, jacks
2. Performing any action that denies another user access to network and/or computing resources
3. Alteration of any kind to assigned IP address or related settings
4. Using an unauthorized IP address
5. Attaching unregistered devices to the CIU network, including wireless access points
6. Use of any domain name other than those authorized by Columbia International University
7. Operation of devices or services that place high demands on CIU network resources
8. Attempts to circumvent system security
9. Use of network monitors, sniffers, hacking tools etc.
10. Use of any technique to hide your true identity while logged on
11. any other activity which is illegal, in violation of CIU standards, or otherwise inappropriate

### **Enforcement:**

Any student or guest found to have violated this policy may be subject to disciplinary action, up to and including revocation of network access.

### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)