Summary
Bucknell University provides a wide variety of computing and networking facilities in order to promote and support academic pursuits. Library and Information Technology establishes, maintains, and supports campus computing and networking resources and services.

Objective
The purpose of this policy is to promote the meaningful and productive use of Bucknell University’s computing resources in an efficient, ethical and lawful manner.

Requirements
Bucknell’s computing resources include those owned by, controlled by, or contracted to Bucknell University. Most of these guidelines follow the general rules of common sense and common courtesy. This agreement provides an overview of uses of University computing resources without exhaustively enumerating all such uses and misuses. This is intended as an addition to existing University policies concerning academic honesty and the usage of facilities.

The use of Bucknell University resources is a privilege, not a right, and is granted under the conditions of appropriate usage as stated in this policy. By using Bucknell’s network, computing facilities, resources, and accounts, users agree to the guidelines contained herein. In exceptional circumstances, including court orders, subpoenas, and to assist in troubleshooting and resolving system problems, Bucknell reserves the right to search, inspect and review any and all voicemail, email and text messages, instant messages, and all other communications transmitted through the University’s communications systems, including communications records of any kind the University stores with a third party storage vendor.

General Guidelines
- Cooperate with others.
- Abide by applicable laws.
- Respect the privacy of others.
- Refrain from destructive or malicious behavior.
- Maintain the security and functionality of the shared equipment, services, and facilities to the best of your ability.
- The computers are intended for research purposes. Games, chat and instant messaging programs, social networking sites as well as recreational movies or TV shows and sites displaying obscene images are not permitted. Guests violating this policy will be asked to leave.

Appropriate Use
- Use consistent with the educational mission of Bucknell University.
- Use for purposes of, or in support of, education and research.
• Use related to administrative and other support activities of the University.
• Use by only Bucknell University faculty, staff, students, and other special staff or dependents with Bucknell identification cards that have been issued by Personnel Services.
• Use of the computers in the reference area of the library for research purposes only. Non-Bucknell users may also use these machines for research purposes and will need to abide by the conditions stated in this Appropriate Use Policy and any applicable contracts and licenses.

Community Responsibilities
• Users are required to keep any computer that is connected to the Bucknell network protected by Bucknell’s recommended antivirus software, and to update the antivirus software weekly. In the case of any personally-owned computer using our network, whether through ResNet or through a dial-up or broadband service, the owner is responsible for installing and maintaining virus protection as above.
• Users are required to keep any computer which is connected to the Bucknell network, including any personally-owned computer, updated with current operating system patches at least monthly or when notified to do so from Library & IT.
• Use resources responsibly and efficiently. Do not engage deliberately or negligently in excessively wasteful practices. Examples of such practices are the unnecessary use of large amounts of network storage, unwarranted or excessive printing, and inordinate consumption of Internet bandwidth.
• Do not use university resources (including, for example, e-mail, web pages, or newsgroups) to defame, harass, intimidate or threaten any other person(s), or to promote bigotry or discrimination.
• Do not send unnecessarily repetitive messages (for example, chain mail).
• Do not publish, post, transmit, or otherwise make available content that is copyrighted, obscene, or legally objectionable. The university cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive or objectionable.
• Do not install software, alter system files, or disconnect any cables on computer lab machines. Please leave the machine set up as you found it so that the next user may receive the same privilege.
• Be cooperative in reserved facilities. Labs identified as teaching labs are often reserved for instruction. These labs are closed when they have been reserved. Please vacate the facility promptly.

Ethical Use
• Do not provide, assist in, or gain unauthorized or inappropriate access to the university’s computing resources.
• Do not use Bucknell facilities or resources for unauthorized or inappropriate access to systems, software or data at remote sites.
• Do not use Bucknell computing facilities and resources to violate federal, state or local laws or statutes, as well as all applicable contracts and licenses.
• Do not utilize Bucknell computing resources, including personally owned computers connected to Bucknell’s network, for non-university related commercial activity. (For more information, please refer to Bucknell’s policy regarding conflict of interest.)
• Do not violate the privacy of individuals. This includes viewing, monitoring, copying, altering, or destroying any file, data, transmission (including, for example, network packets) or communication not explicitly owned by you unless you have been given explicit permission by the owner.
• Do not attempt to connect to a host on a network without explicit permission of the owner.
• Do not give your password to anyone or allow anyone else to use your account(s). Do not use anyone else’s password or account.
• Do not forge, maliciously disguise or misrepresent your personal identity. This policy does not prohibit users from engaging in anonymous communications, providing that such communications
do not otherwise violate the Appropriate Use Policy.

- Do not violate copyright laws. This includes using Bucknell computing facilities and resources to receive, retransmit, duplicate, destroy, or tamper with software or data, whether stored or transmitted, unless authorized by copyright, license, university policy, and all other applicable laws. Examples of protected materials include written material, sound files, pictures, photos, animations, and software not originally created by you.
- Do not attempt to interfere with, interrupt, or obstruct the ability of others to use Bucknell’s computing facilities, software, or other network services.
- Do not research or attempt to defeat computer and network security measures, implement self-replicating codes, possess “cracker tools”, as well as intentionally develop and/or use programs that are designed to harass other network users, bypass system security mechanisms, steal or “crack” passwords or data sets, deny access or otherwise interfere with system services, replicate themselves or attach themselves to other programs, or evade software licensing or copying restrictions. Examples of this include intentionally sending viruses, worms, or “Trojan horses” to others.

Network Use

- Only computers or networked devices that have been registered for ResNet or approved for connection to the network by Library & IT may be connected to the network. No hubs, hublets, wireless concentrators/routers, or similar signal-splitting devices may be connected to the network. Library & IT may grant exceptions to this on a case-by-case basis.
- Network services, equipment, wiring or jacks may not be altered nor extended beyond the location of their intended use.
- Bucknell’s network may not be used to provide access to the Internet by anyone not formally affiliated with the university, except by explicit written consent from university officials.
- Bucknell’s network is a shared resource. Excessive or improper use of network resources, inhibiting or interfering with the use of these networks by others is not permitted. Examples of this includes using an excessive amount of the university’s Internet bandwidth or sending large amounts of email from an unprotected virus-infected or compromised computer.
- Users who connect personally owned computers to Bucknell’s network that are used as servers, or who permit others to use their computers, whether directly or through user accounts, have the additional responsibility to respond to any use of their server that is in violation of this Appropriate Use Policy. Server administrators and those who permit the use of their computers by others must take steps to prevent occurrence of such violations and report these violations using the method described below in “Reporting AUP Violations.”
- Personally owned computers or networked devices may not be used to mimic, replace or disrupt services used by the Bucknell community to maintain the network. These services include, but are not limited to, DNS, DHCP, BOOTP, WINS, or any other server that manages network addresses.
- Library & IT shall have the sole authority to assign host names and network addresses to computers attached to Bucknell’s network. Thus, a user may not manually configure his/her computer to use a host name, network address, or hardware address that is not defined by Library & IT for their use.
Email Use
- Do not use Bucknell email for commercial or political purposes.
- Do not use Bucknell email for fundraising activities not endorsed by the University.
- Do not alter email headers to maliciously conceal or misrepresent the source of a message.
- You are expected to read all official University messages sent to your Bucknell email address, and will be presumed to have done so in a timely manner.

Note Well:
- Although best efforts and practices are used in the administration of Bucknell’s email service, the University cannot guarantee the security, privacy, and confidentiality of email. Unencrypted email, as with any data, is potentially subject to observation by unintended others whether in transit on a network or in situ on a storage device.
- Users should not rely on disk space on email servers for the purposes of archiving or record retention, as backup and recovery policies for email might not meet necessary requirements.

Voice Mail Use
The purpose of this policy is to promote the appropriate and productive use of Bucknell’s voice mail system in an efficient, ethical and lawful manner, consistent with university policies. Most of these guidelines follow the general rules of common sense and common courtesy, and may be amended or added to at any time. This policy provides an overview of uses of University voice mail system without exhaustively enumerating all such uses and misuses. This is intended as an addition to existing university policies, including those on academic honesty.

- Please respect the privacy of others.
- Do not use Bucknell’s voice mail system to defame, harass, intimidate or threaten any other person(s), or to send unnecessarily repetitive messages (for example, chain mail).
- Do not publish, post, transmit, or otherwise make available content that is copyrighted, obscene, or legally objectionable.
- Do not give your password to anyone or allow anyone else to access your mailbox. Do not use anyone else’s password or voice mail account. Remember, you are responsible for whatever occurs relating to your account.
- Do not forge or otherwise misrepresent your personal identity. This policy does not prohibit users from engaging in anonymous communications, providing that such communications do not otherwise violate one of the above stated policies.

Enforcement of the Appropriate Use Policy
To insure adherence to the Appropriate Use Policy and to protect the integrity of Bucknell’s computing resources, Library & IT reserves the right to monitor the network and computers attached to it. In addition, Library & IT shall have the authority to examine files and account information, and to test passwords, to protect the security of Bucknell’s network, computing resources and its users.

Reporting AUP Violations
Reports of problems or violations should be made on the Abuse Report Form.
Response to AUP Violations
Library & IT will make every attempt to respond to reports of AUP violations within one business day. Library & IT will not disclose any information regarding the violating individual to the reporter of the problem, unless as a necessary part of the investigation.

- Library & IT reserves the right to immediately disconnect any computer that is disrupting the network.
- Library & IT reserves the right to immediately disconnect any computer temporarily for the purpose of network hardware, software, or security troubleshooting, and to enforce the Appropriate Use Policy.
- A $50 reconnection fee will be assessed for violations of the AUP that result in a personally owned computer being disconnected from Bucknell’s network. Pending the resolution of all related AUP issues, Library & IT will reconnect the computer at its discretion after a mandatory five business day waiting period. It is the owner’s responsibility to correct any such problem(s) or to work with Library & IT to correct any problem(s) before the computer can be reconnected to Bucknell’s network.

Sanctions
Any behavior in violation of the AUP is cause for disciplinary action. Violations of this Appropriate Use Policy will be adjudicated, as appropriate, by Library & IT, the Office of the Dean of Students, the Office of Housing and Residential Life, the Office of Human Resources, the Office of the Dean of Engineering, and/or the Office of the Dean of Arts & Sciences.

Sanctions as a result of violations of these regulations may result in, but are not limited to, any or all of the following:
- Attending a class or meeting on appropriate usage issues, as well as successful completion of a follow up quiz;
- Loss of university computing or voice mail privileges;
- Disconnection from ResNet;
- University judicial sanctions as prescribed by the student Code of Conduct;
- Monetary reimbursement to the university or other appropriate sources;
- Reassignment or removal from university housing and/or suspension or expulsion from the university;
- Prosecution under applicable civil or criminal laws.

If you would like more information about the Bucknell University Appropriate Use Policy, please contact Library and Information Technology, 101 Computer Center, (570) 577-1795, abuse@bucknell.edu.