

Summary

Bucknell University provides a wide variety of computing and networking facilities in order to promote and support academic pursuits as well as the administrative and residential needs of our students, faculty, and staff. Library and Information Technology identifies, maintains, and supports the computing and networking needs of the university.

The use of Bucknell University computing and networking resources is a privilege, not a right, and is granted under the conditions of appropriate use as stated in this policy. By using Bucknell's network, computing facilities, resources, and accounts, users agree to comply with this Appropriate Use Policy.

Bucknell reserves the right to search, inspect and review any and all voicemail, email, text messages, instant messages, and all other communication transmitted through or stored on the University's communications systems, including any communications records of any kind the University stores with authorized third party vendors. While there should be no legal expectation of privacy in Bucknell-provided resources, Bucknell does seek to protect the privacy interests of its constituents and, therefore, such steps are taken only by specifically authorized employees in Library & Information Technology and only as approved by the General Counsel or their designee in specific instances including, for example, when necessary to respond to court orders or subpoenas, to assist in troubleshooting and resolving systems problems, and in connection with authorized investigations.

The University reserves the right to immediately take any action it deems necessary, including disconnection of devices and/or suspension of users or services, to maintain the stability, security, and operational effectiveness of computing and networking facilities.

Scope

This policy applies to all individuals using Bucknell L&IT resources regardless of affiliation, location, or device ownership.

Appropriate Use Policy

The University's policy for the appropriate use of university computing resources takes into consideration the limited nature of resources, the expectation of individual responsibility, and the requirement that resources be used in an ethical manner and in compliance with all applicable laws and university policies.

Appropriate Use

- The Bucknell computing and networking facilities, including all ancillary systems, are first and foremost to be used in support of the academic mission of the university. All other services provided are on a best effort basis.
- Use resources responsibly and efficiently. Do not engage in conduct that unreasonably wastes such resources.
- Do not use university resources to defame, harass, intimidate, threaten or discriminate against any other person(s).
- Do not attempt to interfere with, interrupt, or obstruct the ability of others to use Bucknell's computing facilities, software, and network services. This includes, but is not limited to, disconnecting cables in lab environments/common areas, introducing additional software or devices in common areas or classrooms, or using devices that interfere with the normal operation of the wired/wireless network (e.g. personal wireless AP's or wireless printers) without the express written permission of Library & Information Technology management.

Individual Responsibilities

- Protect your data and the institutions data
 - Do not share your password with ANYONE or allow anyone else to use your account(s). Do not use anyone else's account.
 - Be vigilant in identifying various types of phishing attacks to gain access to your information.
 - Store confidential and/or sensitive data on appropriate university sanctioned services only.
- Keep personally owned devices connecting to and/or accessing university resources up to date with current operating system and software patches, as well as appropriate up-to-date security measures.
- Do not utilize Bucknell computing resources, including personally owned computers connected to Bucknell's network, for non-university related commercial activity. (See Bucknell's conflict of interest policy.)
- 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 the Appropriate Use Policy. Server administrators and those who permit the use of the computers by others are responsible for the security and actions of others on their systems.

Ethical Use

- Do not publish, post, transmit or otherwise make available content that is obscene or legally objectionable. Users should be aware, however, that the university cannot protect individuals against the existence or receipt of material that may be offensive to them.
- Computers located in public areas of the university are for academic/research purposes and incidental personal use. Electronic mediums such as games, chat, instant messaging, social networking, recreational movies or TV shows displaying obscene images are not permitted.

- Do not provide, assist in, or use Bucknell’s systems and network to gain unauthorized or inappropriate access to Bucknell University computing resources or systems at remote sites. This includes the use of any tool or methodology meant to “crack” into computer systems or networks, bypass implemented network security controls, introduce self-replicating code or actions meant to degrade performance or deny access for legitimate use by others.
- Do not use Bucknell computing resources to violate federal, state or local laws or regulations, or university policies. This includes the illegal use of non-licensed software or other material in violation of copyright law, or the illegal download of digital content in violation of the Digital Millennium Copyright Act (DMCA).
- Do not violate the privacy of other individuals. This includes by viewing, monitoring, copying, altering, or destroying any file, data, transmission or communication not explicitly owned by you unless you have been given explicit permission by the owner.
- 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.

Reporting Suspected AUP Violations

Reports of suspected violations to the Acceptable Use Policy may be made to the Tech Desk by calling 570-577-7777 or to techdesk@bucknell.edu.

Response to AUP violations

Library & IT will make every attempt to respond to reports of AUP violations within one business day.

Any behavior in violation of the AUP is subject to disciplinary action and, if applicable, criminal prosecution and/or civil liability. Depending on the identity of the individual involved, violations of this Appropriate Use Policy will be adjudicated and sanctioned, as appropriate, by the Office of the Dean of Students, the appropriate academic Dean, the Provost, Human Resources, or Library & Information Technology. In addition to appropriate sanctions, individuals may be required to attend a class, meeting or other training session on appropriate usage.

If you would like more information about the Bucknell University Appropriate Use Policy, please contact the Library and Information Technology staff at techdesk@bucknell.edu.

<i>Policy Name:</i> Appropriate Use Policy		<i>Policy ID:</i> IS-001
<i>Related Policies:</i>		
<ul style="list-style-type: none"> - Conflict of Interest Policy - Academic Responsibility - Information Security Policy 		
<i>Policy Owner:</i> Chief Information Security Officer		
<i>Policy Reviewed By:</i>		<i>Next Policy Review Date:</i>
- General Counsel	Nov/2017	September 2018
- Enterprise Systems Advisory Council	Oct/2017	
- Committee on Library and Information Resources	Oct/2017	