

Information Systems Policies

Overview:

Howard Payne University Information Systems includes, but is not limited to, all university owned computers, printers, network hardware, cabling, computer accounts, Internet access, web pages, software, video, telephone equipment, long distance service, and voice mail. Accounts to these systems are provided to students and employees to support University programs. It is the responsibility of each student and employee to use the information systems in a professional and ethical manner, consistent with the overall policies of the university. Use of the information systems is a privilege and any misuse can result in a student or employee being denied access to the information systems. The same policies on conduct stated in the Student Handbook and Employee Policies and Procedures Manual apply to any use of the information systems. By connecting to the university network, all users agree to abide by the Information Systems Policies.

1. All computers which are connected to the university network are subject to monitoring by the university system's administrator and technology staff. The university reserves the right to monitor any computer action that a user performs while using the campus network.
2. All computers, including student owned computers, attached to the university network must have antivirus software with a current update subscription, and the computer name must identify the owner or user by containing their user name. Computers that do not comply will be removed from the network.
3. Individuals are responsible for the proper use of any information system account issued to them. Individuals who give someone else access to their account are responsible for the other person's actions. The proper use of password protection to prevent unauthorized access to accounts is expected of all users.
4. When accounts expire, any files or messages associated with that account are deleted. Student accounts expire the last day of the semester in which the student either graduates or leaves school. Employee accounts expire the last day of employment.
5. Some information transmitted on the system is private and confidential. Each authorized user is responsible for maintaining the confidentiality of such information.
6. The system is not to be used to promote political or other campaigns.

7. Use of the system to display antagonism toward the Christian faith, the university, or its personnel will not be permitted.
8. Threatening, sexist, racist, obscene, pornographic, or harassing materials or messages may not to be accessed, sent from or stored on a university computer system.
9. Any action that would cause damage to hardware, software, or disrupt the operation of any information system is prohibited.
10. All computer software residing on any computer connected to the network must be installed in compliance with the licensing agreement accompanying the software. The user of a university owned computer is responsible for all software residing on that computer.
11. Unless they are placed in public domain by their owners, software programs are protected by Section 117 of the 1976 Copyright Act. Educational institutions and their constituencies are not exempt from the law. It is illegal to duplicate, copy, or distribute software or its documentation, or anything else that is considered to be intellectual property, without the permission of the copyright owner.
12. Since use of the Internet enhances the educational process, it is a resource that should be utilized in agreement with and support of the mission statement of Howard Payne University. The university encourages faculty, staff, students, and administration to publish electronic information on the Internet.
13. Violations of these policies will be handled by the normal disciplinary procedures as outlined in the Policies and Procedures Manual, and the Student Handbook. Some violations may result in penalties under the Texas Computer Crime Law (Texas Penal Code, Title 7, Chapter 33) or federal laws that govern computer crime.

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