

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Temple University Computer Usage Policy
Policy Number: 04.71.11
Effective Date: November 11, 2002
Issuing Authority: Office of the Vice President for Computer & Information Services

Policy

This Temple University Computer Usage Policy (the "Computer Usage Policy") regulates the direct and indirect use of Resources (defined below), both on-campus and off-campus.

The Office of Computer Services provides the University academic and administrative community with centralized computer systems to support instruction, research and administration. Access to Resources is a privilege offered to Potential Users (defined below). Temple University reserves the right to revoke this privilege and/or take other disciplinary action against any individual who fails to comply with the Computer Usage Policy. If you have questions about the policy, or would like a printed copy of the policy, you may contact the Office of Computer Services at (215) 204-8000.

You must carefully read the Computer Usage Policy and be certain that you understand it before opening a computer account. Please contact the Office of Computer Services with any questions at (215) 204-8000. Any of the following actions taken by you signifies that you have read the Computer Usage Policy and agree to follow it: (i) signing an account application or the policy acceptance form, (ii) completing the computer account approval and acceptance process, or (iii) continuing to use Resources (defined below). Violations of the Computer Usage Policy may result in: (i) suspension or revocation of your computer account and other computer privileges, (ii) disciplinary action as described in the [Student Code of Conduct and Disciplinary Procedures](#), http://policies.temple.edu/getdoc.asp?policy_no=03.70.12 (copies available from the Student Center or Student Affairs Office), (iii) disciplinary procedures of Temple University under the relevant policies for faculty, staff, administration, and students, and/or (iv) civil or criminal prosecution under federal and/or state law. Penalties under such laws include fines, orders of restitution, and imprisonment.

1. Definitions
 - a. Computers – Includes, without limitation, mainframe, mini, micro, desktop, portable, laptop and powerbook computers and personal digital assistants (“PDA”); and computer systems.

- b. Electronic Communications Systems – Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, GPS systems, cell phones and personal digital assistants (“PDAs”).
 - c. Potential Users – Temple University faculty, staff, administration, students, certain authorized individuals performing work for institutes and affiliates of Temple University, and other individuals affiliated with the University.
 - d. Resources – Any one or more of the following in which Temple University has an ownership, lease, license, proprietary, managerial, administrative, maintenance or other legal or equitable interest: Computers; Electronic Communications Systems, University Network; data storage media, devices and systems; terminals, printers, software; files; documentation; accounts; and any other hardware, software, information, or other technology attached or connected to, installed in, or otherwise used in connection or associated with any of the foregoing. The use of a computer or other equipment that is not Resources (e.g., a personally owned computer) in conjunction with Resources (e.g., the University Network) shall constitute the use of Resources and shall be governed by the Computer Usage Policy.
 - e. University Network – All components that may be used to effect operation of Temple University computer networks, including, Computers; copper and fiber cabling; wireless communications and links; equipment closets and enclosures and other facilities; network electronics; telephone lines, modems, and other peripherals and equipment; data storage media, devices and systems; software; and other computers and/or networks to which the University Network may be connected, such as the Internet or those of other institutions.
2. You may not tamper with or misuse Resources.

3. You may apply to use Resources so long as you qualify as an authorized Potential User and comply with the Computer Usage Policy. Users who are not Potential Users are not permitted access to Resources.
4. You may not attempt to gain unauthorized access to Resources or any account not belonging to you on the University Network or any other system. Assisting others in gaining unauthorized access to such Resources or accounts, including your own account, is not permitted.
5. You may not access or copy directories, programs, files, data, or documents, which do not belong to you, without the permission of the account holder or owner to do so.
6. Except with prior explicit written permission from the Office of Computer Services, Resources must not be used for commercial purposes or monetary gain.
7. Temple University reserves the right to hold you financially liable if, through negligence or deliberate action, Resources are compromised in any way by you or someone using your account.
8. You are prohibited from disclosing your password. You must safeguard your account and its contents and will be responsible for any misuse. You may not search for, access, copy, or use passwords belonging to other people.
9. Accounts cannot be transferred to or used by other individuals. Sharing accounts is not permitted. You may not use Resources to misrepresent yourself as another individual ("spoofing"). If you are a victim of such misrepresentation, you must immediately upon discovery of the incident report the incident to the Office of Computer Services.
10. You must have written permission from the Office of Computer Services to remove or copy any Resource owned or licensed by Temple University. You may not copy any software unless you are licensed by the software licensor to do so, or unless the software is from the Office of Computer Services public domain library. You may not remove Resources from their designated places without permission of the Office of Computer Services.
11. You may not use Resources to send, forward, or otherwise disseminate nuisance messages. Nuisance messages include, without limitation, knowing or reckless distribution of unwanted messages, messages that would constitute a violation of the University's sexual harassment policy and messages to a recipient who has previously notified you that any messages (or messages of a particular type) from you are not welcome.

12. You may not use Resources in such a way as to, in the sole determination of the Office of Computer Services, unduly impede, interfere with or otherwise cause harm to others or their activities or create or constitute an unacceptable burden on Resources. Nonexclusive examples of such prohibited use include: activity that creates excessive network traffic or computing load (absent a compelling legitimate University research or instructional need); misusing mailing lists; distributing "chain letters;" mail bombing (flooding an individual, group or system with unacceptably numerous or large e-mail messages); intentionally spreading hoaxes regarding a computer virus, worm or similar threat; creating telnet or file transfer sessions of excessive number or duration; registering custom (non-Temple) domain names; maintaining unregistered or otherwise unauthorized servers; using excessive network bandwidth, engaging in distributed processing (unrelated to Temple University education or research without prior written permission from the Office of Computer Services); and creating unacceptably large files. You may not permit another person or entity to use Resources (including without limitation processing power, memory, and connectivity to the Internet) for running online advertising, storing data or engaging in distributed processing.
13. When using a particular computer system administered by the University (e.g., the Linux or UNIX-based systems in the Wachman Hall Computer Science laboratories), you must comply with all applicable Office of Computer Services technical policies regarding that system. If you have questions regarding such policies, please contact the system administrator or the Office of Computer Services at (215) 204-8000.
14. You may not use Resources in connection with activities prohibited by any applicable Temple University policy or by any applicable laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction including, without limitation, those concerning: trademark, copyright (including, but not limited to, copyrights covering text, images, audio, and video), and other intellectual property, unauthorized use of a person's image, civil rights, commerce, computer usage, conspiracy, telecommunications, defamation, forgery, obscenity, child pornography and privacy (collectively, "Laws").
15. E-mail and other computer files (collectively, "Files") can never be considered fully private, particularly in light of (i) the open nature of the Internet and related technology and (ii) the ease with which Files may be accessed, copied, and distributed. You are advised to avoid sending messages by e-mail and storing information in computer files that are of a confidential or extremely personal nature (including, but not limited to credit card or social security numbers).
16. You must comply with [Administrative Policy #04.71.12, Temple University Software Policy](#), and all other applicable policies related to Resources.

Notes

1. Dates of official enactment and amendments:

Adopted by the Vice President for Computer and Information Services on November 11, 2002. Last updated on March 31, 2003.

Section 8 amended by the Vice President for Computer and Information Services on February 23, 2006.

2. History:

none

3. Cross References

Administrative Policy #04.71.12, Temple University Software Policy

Temple University Student Code of Conduct and Disciplinary Procedures
<http://www.temple.edu/assistance/udc/coc.htm>