



# Washington and Lee University

## Computing Resources, Network and Email Use Policy

<b>Approved By:</b> <u>June Aprille, Provost</u>	<b>Related Policies:</b> <u><a href="#">Confidentiality Policy</a></u>
<b>History:</b> First Issued – <u>January 1998</u>	<u><a href="#">Peer-to-Peer Sharing Policy</a></u>
Last Revised – <u>December 15, 2008</u>	<b>Additional References:</b> _____
<b>Responsible Office:</b> <u>Information Technology Services</u>	

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### I. INTRODUCTION

#### Policy Statement

Washington and Lee University provides computing and network resources to its students primarily for educational purposes and to its faculty and staff primarily for work purposes. The University may provide access to other users at its discretion. Use of the University's computing and network resources is a privilege. All users are expected to exercise personal and professional responsibility and integrity when using these resources.

#### Applicability

This policy applies to all users of University owned or managed computer-related equipment, computer systems, and interconnecting networks, as well as all information contained therein.

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### II. DEFINITIONS

There are no definitions applicable to this policy.

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### III. POLICY

1. The University enforces necessary restrictions, which may be revised from time to time, to protect its computing and network resources, including the revocation of use privileges for unauthorized or inappropriate use. The Chief Technology Officer or designee is authorized to temporarily suspend use privileges in any case he or she deems appropriate until final resolution of the matter. While the University desires to maintain user privacy and to avoid the unnecessary interruption of user activities, and while the University does not monitor the content of user activities, the University reserves the right to investigate concerns of unauthorized or improper use of University resources, as appropriate.

2. The campus network, including its servers and associated software, is the property of Washington and Lee University. Neither the network pathways nor W&L-owned computer systems are to be used:
  - for purposes incompatible with established University policies, procedures, protocols or applicable laws,
  - for unauthorized commercial enterprise,
  - for harassing, fraudulent, or threatening purposes, or
  - for pirating software, music or images.
  
3. The following activities are nonexclusive examples of those that are not permitted and that may lead to suspension or revocation of use privileges and other penalties or discipline:
  - unauthorized access, attempts to gain unauthorized access, unauthorized disclosure of confidential information, or violation of the University's Confidentiality Policy (<http://counsel.wlu.edu/policy/Confidentiality.Policy.pdf>) involving the University's computing and network resources;
  - misrepresenting or attempting to misrepresent one's identity;
  - altering or tampering with the configuration of computers in student labs and other common areas, or installing unauthorized games or other programs on their hard disks or on the shared-files area of the file servers;
  - any network activity that impedes the flow of network traffic, significantly diminishes the availability of resources to other users, or imposes avoidable burdens on other users (for example, sending mass e-mails instead of using the appropriate services available for communicating with the entire community or large sub-groups); or
  - the unauthorized physical or virtual extension or re-configuration of any portion of the campus network by such means as routers (wired or wireless), wireless access points, network wiring, or other methods.
  
4. Students, faculty, staff, and volunteers with access to confidential data are reminded of the University's Confidentiality Policy (<http://counsel.wlu.edu/policy/Confidentiality.Policy.pdf>). Among other things, the policy states that electronic documents and files containing confidential information are to be accessed, used, and disclosed only with explicit authorization and only on a need-to-know basis for either an employee's job functions or volunteer's service.

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## IV. ANNOTATED REVISION HISTORY

*Revised: 12/2002; 2/2006; and 12/15/08*

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