

### **60-1 Computer Use**

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1. **Purpose.** The purposes of these policies and procedures are to cultivate computer use at Eastern New Mexico University (the University), to regulate computer use as necessary to protect individual privacy, to provide an equitable sharing of limited resources and to promote responsibility in the use of University computer systems.
2. **Policy.** The University's general policies for use of its computer systems and equipment are:
  - A. The primary guiding authority regarding the use of the University computer systems and network are the University's mission statement and the "Bill of Rights and Responsibilities for All Members of the University," which is located in AGP&P, 15-1.
  - B. All computer users have the responsibility to use the University computer systems in an effective, efficient, ethical and lawful manner.
  - C. The use of the University computer facilities is a privilege, not a right. The University may protect legitimate facilities' users by imposing sanctions on users who abuse the privilege.
  - D. Computer users shall:
    - (1) Respect the intended use of accounts established for their use;
    - (2) Respect the integrity of the University computer systems and network;
    - (3) Respect the privacy of other computer users;
    - (4) Respect the rules, regulations and procedures governing the use of University computer facilities, equipment and systems, including those of the University's official web administrative server and its personal server; and
    - (5) Respect the proprietary rights of software owners and comply with all copyright laws, treaties and compacts of the United States and all laws of the state of New Mexico, including the New Mexico Computer Crimes Act, NMSA 1978, § 30-45-1 to 30-45-7.
  - E. Standards of common sense and common decency must be applied in determining what uses are proper when using the public resources of the University.
  - F. The University shall not provide computer access to persons or entities not affiliated with the University as that would violate N.M. Const. art. 9, §1 4, which prohibits donations by the state to private individuals or entities.
  - G. The University acknowledges that the computer medium provides its students and staff opportunities for research, dialogue and expression. However, the University and each computer user have the responsibility to use each of the computer systems, which are public property, in a manner related to the educational process for which the systems are intended.

The foregoing purposes and policies are implemented by the following.

### **Procedures**

3. **Administration.** These policies and procedures shall be administered by the director, with oversight by the vice president for University Relations and Enrollment Services.
  - A. Student concerns not resolved by the director may be presented through the office of the vice president for Student Affairs.
  - B. Faculty and staff concerns not resolved by the director may be presented through the office of the executive administrator of the employee's primary area of assignment.
4. **Computer Accounts in General.** All computer accounts shall be the property of the University. The privileges of such accounts shall be given by the colleges and other authorized units, departments and offices of the University for specific academic, administrative or other authorized University uses. There shall be four (4) types of accounts, as set forth in sections 5, 6, 7 and 8 below.
5. **Student Accounts.** Student accounts may be opened and maintained only by virtue of an individual's status as a student, and shall be used in conformance with these policies and procedures and all other policies and procedures of the University. Records related to each student account shall be kept by Information Technology Services.
  - A. **Official Student E-Mail Address.** Upon enrollment, a student shall be assigned an official e-mail address in the format of firstname.lastname@enmu.edu. The e-mail address shall remain the same throughout the student's academic career at the University unless the student's name is changed for legal purposes or other extenuating circumstances.
  - B. **Use of Student E-Mail.** The student e-mail account shall be activated after enrollment at the University. Students shall be required to use this e-mail address for all official communications from the University.
6. **University Accounts.** University accounts may be opened and maintained only for the use of faculty or staff for academic or administrative work. Authorizations for each University account shall be made, and appropriate records of the account kept, by the appropriate manager or department head. Accounts for the creation and maintenance of web pages for University departments, through the University administrative server, shall be considered University accounts.
7. **Affiliate Accounts.** Affiliate accounts may be opened and maintained for individuals or groups who are not directly associated with the University, but whose access to the University network has a clear and distinct connection to, and provides some intrinsic value for, the University. All authorizations for affiliate accounts shall be made by written memoranda to the director of Information Technology Services. Such accounts shall be used only as specified in such memoranda.
8. **Personal Web Page Accounts.** Any authorized user of a student account or a University account may open personal web page accounts. The account management requirements set forth in sections 5 and 6 above and 9 B. below shall apply to personal web page accounts. The user bears full responsibility for the contents of his or her home page, as the University cannot accept responsibility for such content.
9. **Account Protection.** The integrity of the University computer systems shall be maintained by protection of accounts through use of passwords. Any violation of the integrity of a University computer system shall be deemed to be a prohibited misappropriation of University property.
  - A. Attempts to perform any of the following acts are among such prohibited actions:
    - (1) Make an account available to any person not authorized access by the University;
    - (2) Defeat the security system of any computer;
    - (3) Circumvent the accounting system;

- (4) Access and/or use an account without authorization;
  - (5) Use accounts for other than intended purposes (see sections 2 E. above and 17 below);
  - (6) Misappropriate the data or files of another person or
  - (7) Download or upload copyrighted material.
- B. Authorization for access to any account by someone other than the primary user must be approved by the appropriate administrator, who shall arrange for maintenance of appropriate records of that authorization.
  - C. The account holder shall bear the responsibility and the consequences of allowing any access to his or her account without appropriate administrative authorization.
- 10. Resource Limits.** The University reserves the authority to establish storage and memory resource limits of accounts. If resources are low, the account holder should notify the course instructor, Information Technology Services or the authorizing manager or department head, whoever or whichever is appropriate for that account.
- 11. Session Limits.** The University may limit a computer user's session if there are insufficient resources or if the user is determined by appropriate authorities to be acting in an irresponsible or unlawful manner. The University may also cancel, restart or place a hold on a job, process or program to protect or improve system performance.
- 12. Protection of the System.** Responsible continued use of the University computer system requires that each user:
- A. Refrain from development or use of programs or utilities that:
    - (1) Harass or interfere with other University computer users,
    - (2) Infiltrate or modify the system or an account or
    - (3) Damage the hardware or software components of the system.
  - B. When requested, users shall cooperate with systems administrators in investigations of systems abuse and report suspected abuse, especially any damage to or problems with the user's files.
- 13. Non-Confidentiality.** The University recognizes that users might believe computer files and e-mail messages to be confidential; however, such files and messages are subject to the access of user files by Information Technology Services at systems maintenance time as well as when there is a report of suspected unlawful or improper activities to the proper University or other governmental authorities. User files are not confidential. The University reserves the right to review any information on any University computer.

The ENMU network and computer systems are the property of Eastern New Mexico University and may be accessed only by authorized users. Unauthorized use of the network or computer systems is strictly prohibited and may be subject to criminal prosecution. The University may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing and using the network and University owned computer systems, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on the network or any information stored within the systems, including information stored locally on the hard drive or other media (e.g., floppy disks, PDAs and other hand-held peripherals, CD-ROMs, etc.) Use of the ENMU network or computer systems by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

In compliance with Section 438 of the “General Education Provisions Act” (as amended) entitled “Family Educational Rights and Privacy Act of 1974” (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the University recognizes its obligation to provide appropriate access to educational records while protecting their confidentiality (taken from 65-7, 5). The removal of any protected, confidential or private data from the ENMU campus by any means including but not limited to laptops, email and removable storage devices is strictly prohibited.

14. **Rules.** In addition to these policies and procedures, the University has various specific rules, regulations and procedures governing the use of computing equipment and facilities located around the University and posted in labs or readily available in printed form. Each computing site and environment has operators, consultants and/or supervisors who have the responsibility for the use of that site. Users shall abide by the rules, regulations and procedures of the University and the site and shall cooperate with the operators, consultants and supervisors.
15. **Consultation.** Computer users are encouraged to consult with Information Technology Services (or other appropriate University consultants) regarding computer use. However, obtaining assistance in completing computer-related academic assignments is prohibited unless permission for consultation is given by the instructor.
16. **Copyrights.** Computer users shall not copy software or media protected by copyright except as specifically allowed by the licensing agreements or other stipulations of the owner. Making and distributing copies shall not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased, unless otherwise stipulated in the purchase contract. Computer users at the University should presume that software is copyrighted unless they have specific knowledge to the contrary.
17. **Recreational and Personal Use.** There are uses of University computer systems that are improper. Reasonable recreational and other personal uses are allowed, provided such use does not interfere with academic use. The responsibility of using good judgment to avoid improper uses resides with the user. All such improper uses cannot be anticipated or listed here, but some such uses follow.
  - A. Under no circumstances may games be played, or other recreational uses occur, when such use would interfere with the availability of facilities for academic use.
  - B. Certain other activities are expressly prohibited by law. Among those are:
    - (1) Commercial activities or advertising,
    - (2) Libelous statements that would damage a person,
    - (3) Dissemination of licensed software and
    - (4) Invasion or violation of personal privacy.
    - (5) A person engaging in **any** form of electronic interaction relating to the promotion of pornography or other sexual content with or toward a minor.
  - C. Personal web pages served by the University personal server shall not be used to make representations that could reasonably be misconstrued to be official representations of the University. Use of official University logos on such pages, without express written consent of the University, is prohibited.
18. **Sanctions.** Failure to abide by the guidelines set forth in the foregoing policies and procedures shall subject any user of the University computer system to sanctions, which may result in denial of computer account privileges and/or disciplinary action, which could lead to expulsion from the University, dismissal from a position or legal action.

Approved by the Board of Regents on May 12, 2006.

Amendments approved by Board of Regents on December 9, 2010.