

**I. User Responsibility**

A. The proper use of all IIT computer accounts and technological resources, including computers, E-mail, Google Apps for Education, Internet, printers, software, servers, voice and data networks and any and all other computer peripherals (collectively, “Technology Resources”), is the personal responsibility of each individual. Use of Technology Resources, whether by faculty, students or staff (collectively, “Users”), must be consistent with institutional policies governing the conduct, including those regarding plagiarism, discrimination, cheating, harassment and theft. Users must never represent or imply that the opinions that they express on or through Technology Resources are the views of IIT.

B. Technology Resources are made available to support the academic mission, programs and activities of IIT. Use of Technology Resources is a privilege that is not to be abused, and it can be taken away without prior notice and consent or when required by law or when a substantiated reason exists to believe that violations of law or policy have occurred. In time-sensitive cases, access may be restricted to meet critical operational needs. Any inappropriate, illegal, unethical or immoral use constitutes a violation of this policy regardless whether it is specifically identified herein.

C. Each User is responsible for the storage of personal files created on IIT Technology Resources. Hard drives and other means of storage are routinely cleared of files. IIT will not be liable, under any circumstances, for files stored on or deleted from its hard drives or other means of storage.

D. Each User is responsible for taking reasonable care for the security of his or her campus account and password. For example, one should change his or her password frequently and not employ an obvious or simple password (e.g., your name, your pet’s name or your birthdate). It is recommended that passwords consist of a combination of both numbers and letters. One should not under any circumstances give his or her password to another person. Each User must also recognize that IIT has limited means of preventing unsolicited communications from within and outside of the IIT network. Users who receive threatening or inappropriate communications should bring them to the attention of the appropriate network administrator, Office of General Counsel, Office of Human Resources or the Office of Student Affairs.

**II. Examples of Appropriate Uses of Technology Resources Include, But Are Not Limited to:**

A. Faculty and student research;

B. Class assignments; and

C. Instructional uses.

**III. Examples of Inappropriate Uses of Technology Resources Include, But Are Not Limited to:**

A. Using Technology Resources for commercial purposes;

B. Sending unsolicited, annoying or obscene messages or E-mail to another computer or computer user;

C. Utilizing a false identity in obtaining or utilizing an E-mail account or to gain access to a Technology Resource;

D. Displaying adult web sites (especially those self-identified as such) or other obscene materials in public computer laboratories;

E. Examining or attempting to examine another user's files, accounts or E-mail, without explicit permission by the owner of those files or E-mail;

F. Interrupting, hindering, damaging or otherwise interfering with the normal operation of the computer laboratories, systems, wired and/or wireless data networks and voice systems, including, but not limited to, port scanning, IP spoofing, network analysis, network monitoring, illegal logins, running traffic-generating applications, installing any software or program code that is intended to or likely to result in the eventual damage to or degradation of the performance of Technology Resources, or using Technology Resources to perform acts that are deliberately wasteful of computing resources;

G. Posting copyrighted text or images on a webpage without the owner's permission or in any other way violating copyright laws, including, but not limited to, the use of peer-to-peer file sharing applications to illegally transmit music, software, movies or other protected materials; and

H. Using Technology Resources to engage in or further any fraudulent or criminal act or to violate IIT policies, including, but not limited to, monitoring, in any way, another User's data communications, gaining or attempting to gain access to remote computers, infringing the rights of other Users to use Technology Resources, or violating the terms of software licensing agreements.

**IV. Privacy Issues and Access to Files**

A. Users have only a limited right to privacy in their electronic and voice mail. IIT does not monitor, review or perpetually archive material prior to or after transmission on Technology Resources. Authorized IIT staff will treat all electronically stored information as confidential, but they may have access to, examine and/or disclose information when (i) the owner of the information authorizes disclosure, (ii) a User is suspected of violating IIT policies or local, state

or federal law, including, but not limited to, laws regarding harassment, copyright, libel and defamation of character, (iii) administrators are performing routine or necessary services to maintain or enhance the operations of the Technology Resources, or (iv) an employee is terminated and his or her files are need in the course of operations at IIT.

IIT's E-mail and Google Apps services are remotely hosted by Google, and hosting can occur at one or more Google facilities located throughout the world. Google reserves the right to administer all accounts in accordance with the Google Terms of Service (<http://www.google.com/intl/en/policies/terms/>).

B. The Google Apps for Education system at IIT exists to provide a convenient (not confidential) way of communicating between students and faculty, between colleagues and friends. It is expected that Users will use common courtesy in the use of E-mail. Examples of inappropriate use include, but are not limited to:

(1) Re-posting (forwarding) personal communication, intended to be confidential, without the author's prior consent;

(2) "Chain letters," "broadcasting" messages to lists or individuals, and other types of use which would cause congestion of the networks or otherwise interfere with the work of others are not allowed; and

(3) Anonymous and/or fraudulent posting of email messages.

C. Google Apps provides tools for public communication and cannot be guaranteed to be private. Users are advised to be discreet. Issues of personal privacy and data confidentiality are important to IIT. Generally, personal data will only be accessed in accordance with Section IV.A. Systems and network administrators do have access to files in the IIT Google Apps environment. In the course of routine system maintenance, trouble-shooting and mail delivery problem resolution, staff may see the content of email messages; however, these individuals are prohibited from accessing personal files except as otherwise stated Section IV.A.

D. Google Apps accounts for students and employees are provisioned, maintained and disabled in accordance with the IIT Employee Google Apps Account and Usage Procedures and IIT Student Google Apps Account and Usage Procedures available at [http://www.iit.edu/ots/our\\_policies.shtml](http://www.iit.edu/ots/our_policies.shtml)

## **V. Intellectual Property**

As indicated in Sections III.G and III.H, it is a violation of this Policy to use IIT Technology Resources to engage in any activity that would infringe or violate the copyrights or other intellectual property interests of others. All communications and information accessible via the Internet should be assumed to be copyrighted and should be accessed and re-distributed only in accordance with copyright rules. When sources found on the Internet are cited, the name, date and location of the information must be included.

IIT reminds students, faculty and staff that it is a violation of federal law to infringe or violate another party's copyright. Owners of registered copyrights can enforce their rights by bringing a civil suit. In addition, criminal prosecution can be brought by the United States Attorney, and Customs and Postal officials may seize and impound infringing articles. The penalties for infringement can be substantial. In civil actions brought by the copyright owner, a court may order forfeiture and/or destruction not only of all infringing articles but also of any implements used to manufacture the infringing articles. In addition to obtaining an order stopping the infringement and ordering destruction of infringing articles, the court can order payment of any provable damages, including lost profits. The copyright owner can elect to receive "statutory damages". The minimum amount of statutory damages that can be awarded for copyright infringement is \$750; the maximum amount is \$30,000. If the infringement was willful, the potential statutory damage award is increased to \$150,000 for each act of infringement. In addition, attorneys' fees may be awarded. Further, all willful copyright infringement is a criminal offense, subject to prosecution. The criminal penalties for a first time conviction for willful infringement range, on the low end, from a prison sentence of up to one year and a fine of up to \$5000 to five years in prison and a fine of up to \$250,000 on the high end. Second and subsequent offenses can carry a prison term of up to ten years in addition to the fine.

## **VI. Web Page Responsibilities**

The Office of Technology Services (OTS) and the Center for Law and Computers (CLC) have devised specific rules and procedures applicable to IIT-related web pages. All web pages contained within the iit.edu and kentlaw.edu domains or served on IP addresses owned by IIT are subject to the following content guidelines, as well as all other applicable IIT policies.

A. OTS and CLC are responsible for the web servers only, including maintenance, infrastructure and reasonable security. OTS and CLC are not responsible for any web page content or hyperlinks. Links from [www.iit.edu](http://www.iit.edu) and [www.kentlaw.edu](http://www.kentlaw.edu) main pages to the organization and department pages are maintained by the Office of Communications and Marketing at the Main Campus and the Office of Public Affairs at the Downtown Campus.

B. The content of the first-level pages on the IIT web site, <http://www.iit.edu>, is designed and specified by the Office of Communications and Marketing, and the content of the first-level pages on the Chicago-Kent web site, <http://www.kentlaw.edu>, is designed and specified by the Office of Public Affairs.

C. All other web pages contained within, except for individual faculty, staff and student pages, should follow the design standards set forth by the Office of Communications and Marketing and the Office of Public Affairs, as applicable.

D. All pages must clearly display at the bottom of the page the name and email address of the person responsible for the page.

E. Pages cannot contain or transmit any information that is illegal, pornographic, defamatory, obscene or harassing.

F. Users are prohibited from serving pages that conduct electronic commerce or contain paid advertising. Pages must not cause interference with the ability of other users to access network resources.

G. Pages that do not meet acceptable use or content standards are subject to immediate removal, and Users are subject to the suspension of web privileges as well as further disciplinary procedures as appropriate.

H. Student organizations and private, individual pages should link to a disclaimer stating that the content does not express the views of IIT.

## **VI. Compliance Procedure:**

Inappropriate uses of Technology Resources should be reported to the Office of Technology Services via [abuse@iit.edu](mailto:abuse@iit.edu). Security related questions and issues should be directed to [security@iit.edu](mailto:security@iit.edu). Anyone discovered to be hindering normal operations or making inappropriate use of Technology Resources will be contacted and appropriate action taken. Upon report of a violation, the User may be denied access to IIT Technology Resources. All pertinent information on the alleged violation will be given to the appropriate IIT official who may then take action in accordance with applicable policies.