

## Statement of Computer Ethics for Muskingum University

Muskingum University provides a variety of computer and computer-related resources for students, faculty, administration, and other affiliated parties. Because these resources are limited and shared, it is important that all users adhere to ethical and legal limitations on their employment. This statement lists minimum commitments of users to these limitations. All users of Muskingum computer and network resources will abide by these policies and practices:

- A. Users must use only those computer accounts which have been authorized for their use.
- B. Users are responsible for all use of these facilities. They should make appropriate use of system-provided protection features and take precautions against others' obtaining access to their computer resources.
- C. Unless authorized, users must not search for, access, or copy directories, programs, files, or data not belonging to them.
- D. Users should not encroach on other's use of computer facilities by monopolizing computer time, interfering with proper access to resources, or in any other way.
- E. Users must not attempt to modify system facilities or attempt to crash any system. Nor should they attempt to subvert the restrictions associated with their accounts.
- F. Users are responsible for sensible treatment of hardware and software to which they have access and should report problems with hardware, software, or network facilities immediately to the Director of Computer and Network Services.
- G. Users should not abuse internet, telephone line or other remote access to the Muskingum University computer and network facilities or to any other computer facilities.
- H. Unless otherwise authorized, users should employ Muskingum University computer and network facilities for projects directly related to Muskingum University work.
- I. The following statement endorsed by both the Software Trade Association (ADAPSO) and the national educational computing consortium (EDUCAUSE) should be read and considered carefully:  
  
*"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and term of publication and distribution.*  
  
*Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."*
- J. Unless granted explicit written permission, it is strictly forbidden to host or share copyrighted material on any computer (including personally owned) connected to the university's network and internet service.
- K. Data files and messages traversing the University network are not private communications. The University reserves its right, as owner of the network and the computers in question, to examine, log, capture, archive, and otherwise preserve or inspect any messages transmitted over the network and any data files stored on University-owned computers.

Abuse of computer and network privileges is subject to disciplinary action. Violations by students will be adjudicated by the Community Standards Board. Violations by faculty will be adjudicated by the Professional Relations Committee. Violations by administrators or staff will be adjudicated by the Director of Human Resources in consultation with the President's Cabinet. Penalties proposed for offending parties will in each case be referred to the Computer Advisory Board for final review. Nothing in this policy precludes enforcement under the laws and regulations of the State of Ohio and/or the United States. Questions concerning computer ethics and responsibilities should be directed to the Director of the Computer and Network Services.