



## POLICIES AND PROCEDURES

Originator: Information Systems  
Subject: Computer Use

### A. BACKGROUND

Campus computing is intended to support the mission of Missouri Baptist University (MBU) in providing an excellent liberal arts education in a distinctively Christian environment and requires responsible, ethical, and legal use of computer resources by all students, faculty, and staff. This policy sets provision for any form of computer use on MBU campus or equipment.

### B. POLICY

All users are expected to abide by the guidelines set forth in this policy. Using the University's computers is a privilege and may be revoked at any time for unacceptable conduct.

- A. *Acceptable behavior includes, but may not be limited to the following:*
1. Using resources for University courses, research, University functions, and correspondence.
  2. Respecting copyright and other intellectual-property rights.
  3. Abiding by security restrictions on all systems and information to which you have access.
  4. Accepting responsibility for your own work by learning how to use hardware and software appropriately.
  5. Using your personal account properly; change passwords frequently and do not share them.
- B. *Unacceptable Behavior includes, but is not limited to the following:*
1. Cheating, plagiarism, or information theft through the use of logins or passwords of other users.
  2. Wasting finite computer resources. (i.e.: online time, paper, disk space, etc.)
  3. Accessing, examining, or attempting to examine files, mail, and/or data belonging to others.
  4. Sending unsolicited, annoying, harassing, or obscene messages.
  5. Distributing passwords or otherwise attempting to gain access to secure areas.
  6. Invading the privacy of other individuals.
  7. Damaging any University hardware or software.
  8. Deleting any University-provided software or deleting any data belonging to another user.
  9. Using multiple terminals or microcomputers simultaneously.
  10. Installing unauthorized software.
  11. Knowingly introducing a computer virus.
  12. Violating any rules or regulations posted.
  13. Accessing materials from the Internet (such as pornography and other questionable materials), which are not consistent with the University's mission in maintaining a distinctly Christian environment.

**C. GUIDELINES**

Violation will result in disciplinary and/or legal action and may result in a loss of access, fines, probation, and/or expulsion. Anyone who has questions about policy guidelines, or allegations of harassment or other irresponsible use of technology resources, should contact the Dean of Students for students, or the Provost for faculty and staff.

Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri (569.093-569.009) have established penalties of tampering with intellectual property of computer users, or computer equipment. Penalties range from one-year sentence and a fine of \$1,000 to a five-year sentence with a \$5,000 fine, depending on the damage caused.