COMPUTER USE POLICY

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 forth provisions 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. All material stored electronically on MBU servers such as voicemail, email, and files are the sole property of the University and may be reviewed periodically.

C. DEFINITIONS

Acceptable behavior includes, but may not be limited to the following:

1. Using computer resources for University courses, research, University functions, and correspondence.
2. Respecting copyright and other intellectual property rights. Violation of this may result in a fine of up to $250,000 and a jail sentence of up to 5 years. For more details please click on Piracy at http://www.riaa.com/.
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.
6. Changing your password in accordance with University guidelines. Passwords must be changed every ninety days, must be at least eight characters long with at least one number and one uppercase letter and may not contain any part of your name.

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. This also includes bulk email to University personnel for non-work related items such, as but not limited to, items for sale, pictures etc.

5. Distributing passwords or otherwise attempting to gain access to secure areas; this also includes protection of your own personal passwords. The University will never ask for your password in an email; these are outside threats trying to gain access to our systems and email.
6. Invading the privacy of other individuals.
7. Knowingly 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.

D. GUIDELINES
Violation will result in disciplinary and/or legal action and may result in a loss of access, fines, probation, and/or expulsion/termination. Anyone who has questions about policy guidelines, violations or other irresponsible use of technology resources, should contact the following; For student user related issues contact the Senior Vice President for Student Development/Associate Provost (314) 392-2212.
For all other users, contact the Provost's office at (314) 392-2202.
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 (569.093569.009) have established penalties for tampering with intellectual property of computer users or computer equipment. Penalties range from a one-year sentence and a fine of $1,000 to a five-year sentence with a $5,000 fine, depending on the damage caused.