

## Network Acceptable Use Policy

### I. Purpose

This document defines the campus policy for the acceptable use of Northwest University's computing resources by employees and students. Modifications and corrections, exceptions, and or changes to this policy may only be made by the Board of Directors, University Administration, or the **Information Technology Leadership Team**. The following guidelines are intended to supplement existing laws, agreements and regulations.

### II. Privacy

All Northwest University users will preserve the privacy information belonging to other individuals that is stored using Northwest University computing resources. Users agree not to acquire, modify, distribute or delete any information belonging to another individual without explicit permission. All users recognize that Northwest University is subject to the Family Educational Rights and Protection Act (FERPA) Buckley Amendment regulations regarding student records.

### III. Private Gain

Northwest University users agree not to utilize computing resources owned, leased, or maintained by Northwest University for private financial gain, except for personal compensation from Northwest University or with authorization by the Northwest University Board of Directors, University Administration, or the **Information Technology Leadership Team**.

### IV. Damage

All Northwest University users agree to exercise careful and responsible actions when handling computing devices and assume full responsibility for any loss, damage or destruction of such devices that is caused by negligence, misuse, abuse or carelessness. Users will not cause intentional damage to computer systems including altering software configurations, records, or accounts.

### V. Inappropriate Behavior

Northwest University users agree not to take any actions that constitute inappropriate behavior including, but not limited to, the following:

- Utilizing another user's account and password;
- Creating, accessing, or transmitting material considered sexually-explicit or pornographic;
- Intentionally infecting the network servers or other computers with a virus;
- Connecting networking equipment including but not limited to servers, routers, and wireless access points to the campus network without written authorization from Information Services;
- Inappropriate, offensive, harassing or abusive language to other users in or outside Northwest University;
- Tampering with or modifying accessed equipment made available for use;
- Obtaining additional resources not authorized to the individual user or unauthorized access to systems;
- Using the email system for personal solicitation of any kind.

Activities violating the University's behavior expectations may result in review or discipline under the University's Student Accountability Processes. All illegal activities will be reported to the proper authorities and pursued under the laws of the State of Washington.

#### **VI. Termination**

All electronic access accounts remain the property of Northwest University and are subject to termination upon graduation, withdrawal from courses, leaving the University's employ, or as directed by the Board of Directors, University Administration, or the Information Technology Leadership Team. Primary data backup is the user's responsibility as Northwest University assumes no liability for loss via intentional or unintentional means.

#### **VII. Licenses and Restrictions**

Northwest University users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without the expressed consent of the licensee. Users may not use any computing resources belonging Northwest University for the purpose of violating any software license agreement or any applicable local, state, or federal laws. All privately-owned software loaded on any Northwest University system must be installed by the Information Technology department and a copy of the licensing agreement placed on file.