

# Network and Computer Services

## Acceptable Use Policy

(Updated 8-29-06)

### Section 1: Introduction

- a. This policy is established to make users of Pierce Law's computing resources aware of their privileges and responsibilities.
- b. This policy is established to maximize the value of those resources to the Law Center community while permitting maximum freedom of use consistent with law, the Law Center's mission statement, the Student Handbook, the Personnel Policies and Procedures Manual, the Faculty Handbook, and a productive environment. Any use of Pierce Law computer resources which violates policies contained in these manuals and handbooks also violates this policy; nothing in this policy shall contradict existing Law Center policy.
- c. Violation of this policy can result in reprimand, reduction or loss of computing privileges, and/or referral to Law Center authorities for disciplinary action. Violation of law may result in referral to appropriate authorities.

### Section 2: Definitions

- a. Network -- the physical network media and the attached computers and software owned or controlled by the Law Center.
- b. Internet -- the global computer network composed of millions of computers and thousands of networks.
- c. Logged on -- connected to a service with a non-public user identification (e.g., personal account).
- d. Resource -- any computing device, peripheral, software, or related consumable (e.g., paper, disk space, central processor time, network bandwidth) owned or controlled by the Law Center.
- e. Service -- any software that makes a computer's files or other locally stored information available for use by another computer or facilitates the transfer of data between two remote computers. Services include, but are not limited to, web, file, and e-mail server software.
- f. Spam -- unsolicited mass e-mail for the purpose of advertising a service, personal gain, or other inappropriate use.

### Section 3: General Use Statement

- a. Network and computing resources at the Law Center are provided primarily to support the mission of the Law Center. Users may occasionally use the network for personal needs as long as such use is consonant with established Law Center policy and does not inhibit academic or administrative use of the network.
- b. The Law Center cannot provide, and will not be responsible for, software kept on personally owned computers, nor are they responsible for the installation, repair, maintenance or upgrade of personally owned hardware.
- c. Users should not leave a computer logged on if the user will

- be away from the computer for an extended period of time (e.g., 30 minutes) or the computer is in an unsecured area.
- d. No data, unless required to ensure proper functionality of any given application, shall be stored locally (on any hard drive) of a Pierce Law owned computer. All data should be saved in an appropriate location on the network. Computer Services shall not be responsible for the loss of any data that is not stored on the network.
- e. Personal accounts are private and should not be shared with others.
- f. The use of Law Center resources, including the network, for political gain or exclusive personal gain shall not be permitted.
- g. The Law Center may restrict the use of computing and network resources. This includes blocking spam messages and deleting user files and mail to conserve disk space on Law Center owned computers.
- h. Employees, students, and other authorized users may post electronic documents and images (e.g. web pages) for public access provided that those documents conform to policies contained within the documents listed in Section 1(b) and United States and international copyright law.

### Section 4: Account Eligibility / Network Registration

- a. All students, faculty, and staff must register their computer (network card hardware address), using their school-provided e-Mail account credentials, in order to be granted access to the Pierce Law network.
- b. Granting network access to visitors and/or would-be internet users that do not have a Pierce Law e-Mail account is at the sole discretion of the Computer Services department. The use of personal account credentials by any Pierce Law user for the purpose of granting access to such individuals is strictly forbidden.
- c. All Student Groups requesting email accounts must get prior approval from the Assistant Dean of Student Affairs. This account will be reviewed on a yearly basis for use/need.
- d. Students who are no longer enrolled at Pierce Law due to their own choosing will have their network/email access privileges removed one (1) week after notification from The Assistant Dean of Student Affairs.
- e. Students who are dismissed will have their network/email access privileges revoked immediately upon notification from The Assistant Dean of Student Affairs.
- f. Graduated students will have their network/email access accounts deleted one (1) full calendar year after graduation with no exceptions. If a graduated student is employed by Pierce Law and said employment requires access to the internet or

network, provisions can be made to accommodate this request for a limited time. All Pierce Law Alumni can opt-in to our Alumni e-Mail forwarding service at any time by contacting a member of the Computer Services department.

g. Attorney Members of the Pierce Law Library are the only people afforded the privilege to use the two (2) Attorney Member workstations located in the Pierce Law library. No other person(s) shall use said computers at any time.

### Section 5: Computer Labs

a. Balance-free print/copy/identification cards shall be handed out to each enrolled student at the beginning of their academic career. It is the responsibility of each student to place funds on their own print card using the machine located on the second floor of the library. Student printing will be charged at the rate of 10 cents per printed page. The Law Center shall not be responsible for lost or damaged cards. In the event that a print/copy card is lost or damaged, the first card re-print will be provided for free by the Law Center, each re-print after that will cost \$5 (with the prior balance being transferred to each new card).

b. There shall be absolutely no food or drink in any of the computer labs. This includes permanent and spill-proof containers.

c. Around the clock courtesy hours are observed in all computer labs. The use of cellular phones is expressly forbidden.

### Section 6: Unacceptable Uses

a. Using the network for any unlawful activity.

b. Sending spam or creating or retransmitting chain e-mail messages.

c. Sending e-mail from another user's account.

d. Altering the header of an e-mail message to prevent the recipient from determining the actual sender of the e-mail.

e. Logging into or using any computer account or accessing, modifying, or creating any files without the account owner's permission.

f. Introducing new services or resources (e.g., personal web server) or altering existing services or resources (e.g., registering personal domain name) on the network without the approval of Computer Services.

g. Transmitting, without authorization, information proprietary to the Law Center or information that could be construed as a statement of official Law Center policy, position, or attitude.

h. Distributing information encouraging the patronage of network sites containing material prohibited by policies contained within the documents listed in Section 1{b}.

i. Wasting resources such as print services, disk space, and network bandwidth.

j. Intercepting network traffic without authorization.

k. Using the network for any activity that results in degradation of Law Center provided services, denies services to other network

users, or jeopardizes the security or capabilities of the network.

l. Installing, using, or introducing non-endorsed (by Computer Services) software on ANY Pierce Law owned computer. This includes, but is not limited to, instant messaging software, spyware, and games.

m. Creating personal copies of licensed, proprietary software or running illegally copied software.

n. Altering system files of operating system software in any way that prevents or interferes with the intended use of the computer system by others.

### Section 7: Software Licensing / Support

a. The Law Center does not provide any software or support (beyond a simple wireless configuration and printer client access) for any non Pierce Law owned computers.

### Section 8: Privacy

a. Pierce Law cannot guarantee the privacy or security of user's computer files or the anonymity of any user. Staff of the Computer Services department may be required to enter any user's files/accounts, at any time, in order to rectify system problems or to address other improper system use.

b. Images of students, faculty, and staff appear throughout the Law Center's website. Unless requested otherwise via the Associate Dean for Student Affairs and the web department, the right for the Law Center to use said images for the use on Pierce Law owned and operated web pages is accepted by the user.

