

Acceptable Use Policy

Purpose

The goals of this policy are to outline appropriate and inappropriate use of Dakota Wesleyan University Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and downloads, and voice communications. Use of these services is subject to the following conditions.

Policy Statements

1. Internet access at Dakota Wesleyan University is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the network administrator.
2. Each user of the Dakota Wesleyan University system is required to read this Internet policy and sign an internet use agreement prior to receiving an Internet access account and password.

Acceptable Use

1. Individuals at Dakota Wesleyan University are encouraged to use the Internet to further the goals and objectives of Dakota Wesleyan University. The types of activities that are encouraged include:
 - Communicating with fellow staff, faculty and students, business partners of Dakota Wesleyan University, and clients within the context of an individual's assigned responsibilities
 - Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities
 - Participating in educational or professional development activities

Unacceptable Use

1. Individual internet use will not interfere with others' productive use of internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at Dakota Wesleyan University will comply with all Federal and State laws, all Dakota Wesleyan University policies, and all Dakota Wesleyan University contracts. This includes, but is not limited to, the following:
 - The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
 - The Internet may not be used in any way that violates Dakota Wesleyan University policies, rules, or administrative orders including, but not limited to, Social Media Policy, Email Acceptable Use Policy, any applicable code of conduct policies, etc.. Use of the Internet in a manner that is not consistent with the mission of Dakota Wesleyan University, misrepresents Dakota Wesleyan University, or violates any Dakota Wesleyan University policy is prohibited.
 - Dakota Wesleyan University prohibits use for mass unsolicited mailings, access for non-DWU users to Dakota Wesleyan University resources or network facilities, uploading and downloading of illegal files,



access to pornographic sites, gaming, competitive commercial activity unless pre-approved by Dakota Wesleyan University, and the dissemination of chain letters.

- Individuals may not establish university computers as participants in any peer-to-peer network, unless approved by management.
- Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to Dakota Wesleyan University or another individual without authorized permission.
- In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
- Individuals will only use Dakota Wesleyan University-approved services, for communication over the Internet.
- Approved users of Dakota Wesleyan University will treat all other individuals, clients, employees, etc. they interact with in any virtual, online forum or network capacity, in accordance with human rights codes, university values, university policies, and basic social decorum.

Security

1. For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk or IT administrator to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Monitoring and Filtering

1. Dakota Wesleyan University may monitor any Internet activity occurring on Dakota Wesleyan University equipment or accounts. Dakota Wesleyan University currently does employ filtering software to limit access to sites on the Internet. If Dakota Wesleyan University discovers activities that do not comply with applicable law or university policy, records retrieved may be used to document the wrongful content in accordance with due process.

Computer Systems Support

The Information Technology department supports all the computer systems owned by the university. Any problems requiring computer support are to be initiated by contacting the helpdesk (ext. 2697 or helpdesk@dwu.edu) and should provide the details necessary to initiate a resolution. Employees and students should not attempt to resolve DWU-owned hardware or operating system problems without the consent of Information Technology.

The Information Technology department purchases all computers, printers, related hardware, and all licensed software. Items not purchased through proper channels are subject to removal. Prior to purchase, all classroom equipment requiring a computer should be coordinated through Information Technology to insure compatibility. Demo and textbook software that does not require a license does not need to be purchased through Information Technology. Support is not provided by Information Technology for such software. All computers, printers, and any related equipment being relocated must be coordinated with Information Technology in advance.

Dakota Wesleyan University retains the right to manage software installation on university-owned computers. Licensed software owned by the university will only be installed on university-owned computer systems. Ideally, all university-owned computers will have only university-owned software installed on them. However, demo and textbook software not requiring special security access may be installed by the user on his/her university-owned computer provided copyright and licensing agreements are not violated personally owned software must be pre-approved by Information Technology. All new software must undergo testing to determine if the software will



perform to expectations and work with existing systems. This testing phase will be a minimum of two weeks after receipt of the software and needs to be scheduled in advance. The university retains the right to audit and correct any software violations with or without the user's knowledge.

Information Technology support is limited to university-owned computer equipment and computer systems. Limited support for student computers is provided through the Helpdesk. Personally owned equipment may be prevented access to university computer systems if it is determined that the presence of such equipment is interfering with the routine operations of the computer systems.

Disclaimer

1. Dakota Wesleyan University assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Dakota Wesleyan University is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact the Director of IT at 605.995.2830.

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at Dakota Wesleyan University. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable Dakota Wesleyan University policies;
2. Termination of employment; and/or
3. Legal action according to applicable laws and contractual agreements;
4. Temporary or permanent revocation of access to some or all computing and networking resources and facilities.