

ACCEPTABLE USE POLICY

(110.005 Acceptable Use Policy; Bd. Min. 9-14-00.)

This policy is also available at http://www.umsystem.edu/ums/rules/collected_rules/facilities/ch110/110.005_acceptable_use_policy (http://www.umsystem.edu/ums/rules/collected_rules/facilities/ch110/110.005_acceptable_use_policy/).

This policy applies to all users including faculty, staff, students, and guest users of University of Missouri computer networks, equipment, or connecting resources.

1. University Inspection of Personal Electronic Information

Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

- a. It is necessary to maintain or improve the functioning of University computing resources;
- b. Where there is a suspicion of misconduct under University policies, or suspicion of violation of Federal or State laws; or
- c. It is necessary to comply with or verify compliance with Federal or State law.

2. Acceptable Use Guidelines

a. Responsibilities of Users of University Computer Resources:

- i. Respect the intellectual property rights of authors, contributors, and publishers in all media.
- ii. Protect user ID, password, and system from unauthorized use.
- iii. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.
- iv. Adhere to other University and campus policies, including the Collected Rules and Regulations of the University of Missouri, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource.
- v. Adhere to data access policies of the University or those established by law.
- vi. Use University computer resources in a manner that is compliant with University policies and State and Federal law.

b. Prohibited Uses of University Computer Resources:

- i. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks (employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources).
- ii. Uses that interfere with the proper functioning of the University's information technology resources.
- iii. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
- iv. Attempting to gain or gaining unauthorized access to the computer system, or files of another.
- v. Use of University computer resources to infringe the intellectual property rights of others.
- vi. Use of University computer resources for personal profit, except as permitted under the University's conflict of interest policy.

3. Enforcement of Acceptable Use Policy

- Violation of the Acceptable Use Policy may result in a denial of access to University computer resources, and those disciplinary actions provided or authorized by the Collected Rules and Regulations of the University of Missouri.
- Students who violate these guidelines will be subject to sanctions as outlined in section 200.020 (https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters/) Rules of Procedures in Student or Student Organization Conduct Matters. All such cases will be forwarded to the Primary Administrative Officer in the Division of Student Affairs for appropriate action.
- Faculty or staff who violate these guidelines will be subject to disciplinary measures as outlined within the University Policy Manuals.
- Violations of some of the above guidelines may constitute a criminal offense. Individuals using UMKC computing resources are urged to review the University Policy Manual, Computer Crimes Bill passed by the Missouri State Legislature and the MOREnet Acceptable Use Policy, all of which are stored on-line for easy access.