

**California State University
Channel Islands
Policy Statement
Use of the Internet**

I. Background

California State University, Channel Islands provides local and network access to its employees for the express purpose of facilitating CSU business and academic services. The CSUnet is the principal means through which network and internet access is provided. CSUnet also provides the means for electronic messages to be communicated to users outside CSU Channel Islands and its network.

II. Statement of Philosophy

California State University, Channel Islands benefits through business-related access, exploration, and appropriate dissemination of Internet-based information and technology. Unlawful, unprofessional, or unethical use or misuse of this technology is prohibited. Electronic communication is fundamentally no different from any other form of communication and is subject to the same standards regarding form and content. No communication of any sort from this organization should contain anything that could be considered prejudicial or harassing.

III. Scope of Policy

It is the intent of CSU Channel Islands that electronic mail, Internet resources, and other electronic data resources be used by employees in furthering the educational mission of the University. It is also the intent of the CSU Channel Islands to afford its academic and administrative departments the opportunity to utilize the Internet in support of their individual departmental missions.

A. For the purposes of this policy, the term "Network access" will refer to:

- The act of gaining access to the Internet for purposes of querying, viewing, downloading, or copying any configuration of data.
- The act of communicating with any entity by use of CSU Channel Islands internal local area networks, CSUnet, and the Internet. Additionally, the use of any commercial or non-commercial Internet access provider is included in this policy if the policy of CSU Channel Islands is providing the access service.

B. University employees accessing the Internet through any Internet service provided or funded by CSU Channel Islands are responsible for reading, understanding, and adhering to the rules of service specified by the individual Internet service provider.

IV. Acceptable Use Policy

- A. University personnel are encouraged to utilize CSU Internet and communications resources to provide or retrieve information or facilitate communication in the performance of CSU Channel Islands business and services.
- B. University personnel are prohibited from utilizing CSU Channel Islands information resources for any unlawful, unethical, or unprofessional purpose or activity. Examples of prohibited uses include but are not limited to:
 - Any unauthorized access, monitoring, viewing, querying, distribution, plagiarism, or copyright infringement of any configuration of data.
 - Violation of software licensing agreements.
- C. Incidental personal use is permitted as stipulated by law. Incidental union communication is permitted under the policy.
 - Unauthorized intentional access or dissemination of materials, which can be considered pornographic.
 - Unauthorized development of personal web sties or web pages on the CSU web servers.
 - Intentional damage to equipment, software, or data.

V. Use and Liability

CSU Channel Islands is committed to fostering an on-line exchange of information and communication conducive to the principles of collegiality and the educational mission of the University. All hardware, software, and network are the property of the CSU and may be a matter of public information. Any employee found to be in intentional violation of the above prohibitions may be subject to disciplinary action up to and including termination and, in the case of illegal actions, referral to appropriate law enforcement agencies.

A. Privacy

Federal law permits system administrator access to e-mail and stored electronic communications if that access is necessary for the rendition of service. Random monitoring of electronic communications by CSU Channel Islands is not conducted unless required to do so by law (e.g., subpoena or court order).

Further, any information via the Network is insecure and could be observed by a third party while in transit. Submitted passwords, credit card numbers, or other information of this nature should not be submitted if they are to be kept private. The University cannot ensure security of data transmitted over the Internet/WWW. It is important for employees to note that all hardware, software and networks are the property of CSU Channel Islands and may be a matter of public information.

B. Content

All information contained in the HTML files on the CSU website is provided "as is" without warranty or guarantee of any kind, either expressed or implied, concerning their content or accuracy. Additionally, University employees accessing the Internet should be aware that the Internet permits access to non-CSU Channel Islands users who are not subject to CSU policies, and contains, content, materials, goods and services that individual users may find personally offensive or objectionable. CSU Channel Islands does not have the right or capability to monitor or restrict Internet content. Therefore, the CSU disclaims any responsibility and liability for any conduct, content, materials, goods and services available on or through the Internet.

C. Copyright Law

Individual users are responsible for compliance with copyright and other laws. These include, but are not limited to, respect for provision of licenses and recognition and respect for ownership rights of copyrighted materials.

D. The terms of the Collective Bargaining Agreement shall prevail. If there is any conflict between this policy and the Collective Bargaining Agreement, the Collective Bargaining Agreement is controlling.

Questions, concerns, suggestions, or complaints should be directed to the Chief Information Officer.