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Access to information technology is essential to the State University of New York's mission of providing the students, faculty and staff of the State University of New York at Fredonia with educational services of the highest quality. The pursuit and achievement of the SUNY mission of education, research, and public service require that the privilege of using computing systems and software, internal and external data and networks, as well as access to the World Wide Web, be made available to the SUNY community. The preservation of that privilege for the full community requires that each faculty and staff member, student, and other authorized user comply with institutional and external standards for appropriate use.

To assist and ensure such compliance, Fredonia establishes the following policy which supplements all applicable SUNY policies, including sexual harassment, patent and copyright, and student and employee disciplinary policies, as well as applicable federal and state laws.

| Term | Definition |
|--------------------|--|
| Authenticated User | A user assigned UserID/Username and PIN/Password (changed by users) that, used to access the University's information systems. |
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| Term | Definition |
|------------------|---|
| DSL | Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet). |
| e-Services | Fredonia terminology relating to electronic services such as e-mail, AN -EL learning management system, and electronic library resources. |
| Internet | All networks external to Fredonia. |
| Intranet | All networks internal to Fredonia. |
| List conduct | Refers to the behavior of a list subscriber in the context of the list as reflected by the subscriber's postings. |
| List content | Refers to the theme, topic, or purpose of the list as declared on the list application and/or the theme, topic, or purpose of list postings. |
| LISTSERV manager | The Information Technology Services' designated manager of the LIS |
| List owner | Refers to a person (other than the LISERV manager) who has administrative rights to the list. This may or may not be the list sponsor. |
| List sponsor | The LISERV list applicant (the person who submits the application as designated in item 2) who assumes overall responsibility for and ownership of the list. |
| Managed | Software and anti-virus upgrades being controlled by a server and "pushed" to the desktop. |
| Remote Access | Any access to Fredonia's administrative n |
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A. Authorized Activities

Fredonia resources are a resource for members of the campus community (faculty, staff, students, invited individuals or organizations authorized by Fredonia) to be utilized for work for instructional, research, and administrative goals of the university as defined in the "Missions and Goals" statement.

Use by institutions and organizations shall be in accordance with SUNY Administrative Procedure 007-1: Use of Computer Equipment or Services by Non-affiliated Institutions. All who use Fredonia computer facilities have the responsibility to do so in a proficient, ethical, and legal manner, as outlined below.

. Use

The use of particular computer systems with the assignment of specific user accounts is based on business need for access. Every computer user account issued is the responsibility of the person in whose name it is issued. University-recognized organizations may be issued a user account. Faculty advisors shall designate persons authorized to act on behalf of the club or organization. This person will be responsible for all activity on the account and will be subject to university discipline. The following include, but are not limited to, examples of theft of services described in Section IV.

1. Accessing a computer system using another person's name.
2. Using a computer system without explicit permission of the owner and of Information Technology Services.
3. Allowing a computer system to be used by another person without explicit permission from Information Technology Services.

C. Passwords

Users must keep their passwords secure by using strong passwords, keeping passwords secret, and not sharing them. Users must set a password which will protect their information and which will not be guessed easily. Avoid using common words or phrases.

. System Integrity and Denial of Service

Users shall respect the system integrity of campus computing facilities. For example, users shall not intentionally develop or use programs that infiltrate a computing system, or damage or alter the software components of a computing or network system.

F. Resource Accounting

Users shall not attempt to alter or avoid the accounting and monitoring of the use of computing resources. For example, users may not utilize facilities anonymously or by means of an alias. This includes, but is not limited to, e-mail, or print files that do not show the correct username and IP address for the user's operation.

J. Recreational Use


Recreational use of computing facilities, including computer games and social network communication, is allowed only when no other instructional, research, or administrative function requires the use of resources. Persons using a computer for recreational purposes are required to relinquish the computer immediately to someone needing it for academic or administrative purposes.


K. Termination of Access to Fredonia Computing Facilities

~~_____~~ policies contained in this ~~_____~~ result in immediate termination of access. Access will also be terminated for:

- Students who do not re-enroll for a subsequent semester
- -graduating students - 90 days after graduation
-oogle Apps for Education (FredApps).
- Faculty/staff, generally 90-120 days after termination of employment, with the exception of ~~_____~~ employees granted emeritus status. ~~_____~~ encouraged to provide updated contact information ~~_____~~

It will be the responsibility of "un-managed" clients wishing to use campus network connectivity to keep anti-virus protection up-to-date. This "un-managed" client group would include:

- campus-owned Macintosh, Linux, and UNIX-based machines
- 


and switches must be coordinated and installed by university personnel. This includes all cabling that is patched into these devices that provide connectivity. Users are prohibited from connecting to any device such as a hub, router, switch, or wireless access point to the provided Ethernet jacks in the room to extend connectivity. For example, a user may not use a hub in their room or office to all 

standards on the campus wireless network (i.e. WEP, WPA, WPA2).

There are other electronic devices that use the same 2.4 -Hz frequency as the Fredonia wireless network. Devices include 2.4 -Hz cordless phones, microwave ovens, X10 wireless cameras, Bluetooth devices, and other wireless LAN equipment. Devices using this technology can cause intermittent failure and loss of service.

The following policies are in addition to the Fredonia [campus network usage policies](#). Actions detrimental or inappropriate when accessing the university and Internet resources include but are not limited to those listed below.

- Users may not extend or modify the network in an

Fredonia owns all e-mail accounts run on its domain. Under certain circumstances it may be necessary for the Information Technology Services staff or other appropriate  ²

is strictly prohibited.

4. List Expiration and Renewal

legitimate academic need is described to the webmaster. No personal file storage or other file activity is permitted on the web servers.

- When notified that they are exceeding the 7-megabyte limit, authorized users must delete a necessary amount of material in a timely manner.

set forth by Fredonia.

2. Personal Web Pages

Users may create their own homepages. Faculty and students will have FTP (File Transfer Protocol) access to a personal directory on the university server where they can maintain their own homepage files. Under no circumstances should personal space and/or files be shared with other users. In designing a personal homepage, persons should keep in mind that homepages may not be used for personal profit, nor to violate copyright, pornography or any other state or federal laws. The university reserves the right to monitor all work on the server and remove any personal homepage or files it determines have violated any of the policies. In addition, failure to comply with computing policies could, in some cases, lead to disciplinary action or criminal prosecution.

3. Blog and Forum Standards on Fredonia's website

Fredonia Website Services provides server space and forum and web log or blog services in support of scholarly, academic, extra-curricular and professional communications conducted by members of the university community who have network accounts. Standards for posting behavior:

- Content should be free of vulgar, racist, sexist, homophobic, or otherwise objectionable matter, including personal attacks against named individuals.
- Posts should stay on-topic and be faithful to the theme or purpose of the blog or forum.
- The following statement must appear on all blog and forum pages: "The views and opinions expressed in this page are strictly those of the page author(s). The contents of this page have not been reviewed or approved by the State University of New York at Fredonia."
- Fredonia reserves the right to require blog and forum administrators to use university-approved templates for all hosted pages.
- When blog and forum content violates university website policy or local, state, or federal law, Fredonia reserves the right to remove such content or the blog or forum module itself. Fredonia also reserves the right to do the same at its sole discretion when it is judged appropriate to do so.

4. Additional Web Design Standards for Official Fredonia websites

In addition to accessibility requirements and all other web policies from Sections V.D.1, V.D.2, and V.D.3 of this document, all official Fredonia web sites, i.e., colleges, schools, academic and administrative departments, are also subject to the following layout standards ~~maintained~~ ~~at~~ ~~site~~ ~~wide~~ navigation and design consistency:

- a. All official Fredonia web sites must use an approved web design template.

The source code ~~is~~ ~~to~~ ~~be~~ ~~made~~ ~~available~~

Using an ASP virtual #include function, the topnavbar_inc.asp file is linked within the <BODY> block of every web page, prior to other elements: <!-- #include virtual="/templates/global_files/topnavbar/topnavbar_inc.asp" --> The CSS file is linked within the <HEAD> block of every web page: <link href="http://www.fredonia.edu/templates/global_files/topnavbar/topnavbar.css" rel="stylesheet"> When the top navigation bar is included this way then any changes made to the top navigation bar's code will be reflected immediately on every page of the web site.

Requests for Exemptions:

Academic or administrative departments requesting exemptions to the above design and navigation standards for official Fredonia web sites are asked to mail or email their request to:

Chair, Web Steering Committee c/o Webmaster, Foundation House, 272 Central Ave., Fredonia, NY 14063, ph.716-673-3323 webcontent@fredonia.edu The Web Steering Committee will review the request and forward its recommendations to ITAB for review and consideration. At minimum, the global top navigation bar (see Section V.D.4.b of this document) is required for all official university pages, unless technical issues prevent its inclusion.

. AN -EL Learning Management System

- AN -EL policy will address items not already covered by another policy or regulation.
- Access defaults should mirror Banner data accessibility rules:
 - Faculty can see profile data (address, phone number) for students in their classes.
 - Students can see profile data for faculty.
 - Directory information will be available to authenticated users.
 - Students who request confidentiality of directory information via the Registrar will be granted confidentiality in AN -EL and indicated as confidential to faculty.
 - Banner data determines AN -EL course enrollments with a nightly add/drop. Accounts and Roster entries are added nightly. Drops and withdrawals are marked as "disabled" in the AN -EL course roster. There will be no self-enrollment for students in courses. Faculty may allow access to others at their discretion. Courses are searchable and accessible to students upon creation.
 - Undergraduate students are not authorized to access the AN -EL gradebook. This item is currently under review and will be audited until a final decision is made.
 - Students will be allowed the role of Group Leader and will be able to request a group be made for online collaboration from any Fredonia employee who agrees to sponsor their online group. Student Group Leaders can add members to the group if they know the Fredonia e-mail address of the potential member. They will not be able to list AN -EL accounts or educational records. They will only see directory information.
 - Librarians will have access to courses for those who request reserve materials. Reserve readings will be published to AN -EL courses regardless of whether the instructor uses AN -EL for the class. Permission is granted to library staff by the instructor via the reserve request form.
 - Campus members may submit public items (news, events, forums, polls, surveys) to the AN -EL Administrator to post in Public Areas of AN -EL. Items will be selected based on their academic nature and relevance to a general student audience. Policy for increased access to public components is being developed.
 - Fredonia ID photos will be added to AN -EL to allow instructors to view photos of students enrolled in their classes. Target: Spring 2007

- o campus members may request guest AN -EL accounts by e-mailing the AN -EL Administrator. This item is being reviewed by the Electronic Services Group.
- o At this time, there are no plans to delete AN -EL accounts. When students graduate, their accounts will be disabled and categorized as ALUMNI. These accounts may be activated as part of the Eportfolio implementation. ~~XED@~~

