

**The LeMoyne-Owen College**  
**Information Technology**

**Policies & Procedures**

**Software Copyright Policy**

Most software available for use on computers at The LeMoyne-Owen College is protected by the United States Copyright Law of 1976, as amended. Educational institutions are not exempt from the laws covering copyrights. In addition, software is normally protected by a license agreement between the purchaser and the software seller. The software provided through the College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

It is the policy of the College to respect the copyright protection given to software owners by federal law. It is against College policy for faculty, staff or students to copy or reproduce any licensed software on College computing equipment, except as expressly permitted by software license. Also, faculty, staff, and students may not use unauthorized copies of software on College-owned computers or on personal computers housed in College facilities.

Unauthorized use of software is regarded as a serious matter and any such use is without the consent of The LeMoyne-Owen College and subject to disciplinary action.

**Guidelines on Software Copyright Policy**

**Scope of Policy**

The prohibition against unlawful copying applies to all faculty, staff, and students. The policy applies equally to all software for microcomputers, minicomputers, servers, or any other devices. It also applies to software documentation.

**Sanctions for Violation**

Disciplinary action will be taken against individuals violating this policy in the course of College-related activities, or individuals found using College facilities to conduct or assist in unlawful copying, under the applicable disciplinary procedures appropriate to students, staff, or faculty as the case may be. For example, unlawful copying would be considered as misconduct by members of the College staff and faculty, and in appropriately severe circumstances could result in discharge for cause. The possible disciplinary actions for violation of the policy, such as termination of employment or student status, will depend on the facts and circumstances of each case and is likely to include restitution to the copyright owner. In addition, individuals may be denied access to College computers or related facilities.

Computers, workstations, etc., found to be in violation of this policy; i.e., loaded with unauthorized software, will not be serviced by any member of the IT staff.

**Responsibility for Compliance**

When the College acquires software; the using department is responsible for reading and adhering to the terms of the license agreement and preventing unauthorized copying.

Supervisors and department heads shall ensure that employees and other persons having access are advised of restrictions and do not make unauthorized copies impermissibly. Additionally, each employee is required to sign a document stating that they have read this policy, fully understand and will abide by it. This document will be placed in their permanent personnel file.

Software purchased by individuals is the responsibility of the individual and will not be supported by IT staff. Persons who knowingly aid in unauthorized copying also may be held responsible under this policy. Examples of unauthorized copying are the loaning of software to another person with the intent that the borrower will make an unauthorized copy, or by knowingly allowing one's computer to be used for making an unauthorized copy.

All College laboratory microcomputers (including library computers) shall have on them, or nearby and visible to the user, a notice stating that unlawful copying is prohibited. The suggested form for such notice is

NOTICE: Copying software or documentation may be subject to the Copyright Law.  
Unlawful copying is prohibited.

Copies of this policy and these guidelines shall be distributed to students periodically by the Office of Student Affairs. Supervisors are charged with ensuring that applicable staff employees are aware of this policy and academic department heads shall make their faculty aware.

### **Network Policies and Procedures**

The IT staff maintains the production network infrastructure that many people depend on to get their daily work completed. To assure efficiency and effective services, policies and procedures have been established to guide the use of computer network software and network equipment. Use of new applications is permitted only in ways that do not pose a risk of interference to others on the network. Production use of the network takes priority over experimentation at all times.

All users are required to contact the **Help Desk** before using a new or unfamiliar network program, device, or protocol. The Help Desk can help you determine if the item in question is compatible with the infrastructure in advance, preventing problems before they occur.

The following rules apply to network use:

- All users are expected to follow an acceptable code of conduct that "demonstrates respect for intellectual property, truth in communication, ownership of data, system security mechanism, and individuals' right to privacy and freedom from intimidation, harassment, and unwanted annoyance."
- Connecting devices to the network for the purpose of providing remote access is not permitted. For example, connecting a modem to an office computer so that one can access the network from one's home computer is not permitted. The connection of such a device requires the written permission of the Director of IT. Such devices present a security and operational threat to the network and a possible violation of The LeMoyne-Owen College license agreements. If such a mechanism is discovered, the device or computer will be disconnected from the network until the appropriate permissions have been obtained or the external connection has been removed. The only permitted mechanisms for remotely accessing the network are those provided through IT.
- All devices with a network interface that are attached to the network (including printers, computer systems, laboratory equipment, scanners, communications devices, etc.) must be registered with IT when attached to the network. When a device is registered, network name and numbers will be assigned to the device and owner contact information will be collected.
- No device or program that has the potential of disrupting network services to others is permitted on the network without prior approval from IT.
- Programs that cause excessive broadcast levels are forbidden.
- Routers, switches, firewalls, bridges, repeaters, and the protocols used by such devices may not be used on the network without specific permission from IT.
- Unregistered devices are subject to disconnection from the network, without notice, whether or not they are disrupting network service. Although IT will generally make an effort to contact the owner of a device before disconnecting it, situations in which network operation is severely disrupted may necessitate immediate disconnection of a device without notice.
- Because of their high potential for network disruption, devices speaking bridging or routing protocols without specific permission from IT are also subject to disconnection from the network without prior notice.
- Various College offices, departments, and computing facilities may impose additional restrictions on the use of their computers and access to the network.

- Network bandwidth may be restricted for specific applications to maintain efficient and effective service of the network.
- Use of any Peer to Peer application (downloading of movies, music or other copyrighted material) by faculty, staff or students is prohibited on any college owned computers unless approved by the Director of IT.

Students are prohibited from configuring their personal systems to participate in the hosting of files for access by Peer-to-Peer applications. If the application cannot be reconfigured to disable hosting, it must be removed from the computer. IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO DISABLE THIS FUNCTION PRIOR TO CONNECTION TO THE COLLEGE'S NETWORKS.