

## Computer Use Policy

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Every SUNY Cortland student, faculty, and staff member is entitled to a personal computer account and is given e-mail privileges. It is each individual's responsibility to use computing systems ethically and legally. As you exercise e-mail and computing privileges, please keep the following college-wide policies in mind.

SUNY Cortland computing facilities are a resource for members of the campus community, to be utilized for work consistent with the goals of the College.

Computer facilities may not be used to produce services in exchange for personal financial gain. The faculty/staff e-mail distribution list is not to be used for personal messages. (An electronic bulletin board for buying and selling has been set up on the SUNY Cortland Web site.)

Computer accounts and ID's are only for the identified, authorized user. Usernames must be kept secure by keeping passwords secret and changing them often.

Users may not utilize computing facilities or systems anonymously or by means of an alias and may not send messages and print files which do not show the correct username of the person performing the function/sending the message.

Using computers to harass, abuse, or intimidate another person is prohibited.

Obscene language in electronic mail, messages, process names, file names, file data, and other publicly visible forms is prohibited.

Computer facilities, accounts, and web pages may not be used to send messages, documents, music, or print files containing the works of others unless the copied material falls within the guidelines set forth in the Fair Use of Copyrighted Materials policy of SUNY Cortland or has the permission of the author.

At the discretion of campus authorities any off campus entity that sends unsolicited e-mail to members of the campus community will automatically have their electronic account and/or address blocked for further submissions.

Failure to comply with these and other policies that have been published can result in the revocation of computer privileges and accounts.

### *Limitations on Users' Rights and Expectations*

E-mail messages are **not** personal and private. E-mail system administrators will **not** routinely monitor individual staff member's e-mail and will take reasonable precautions to protect the

privacy of e-mail. However, program managers and technical staff may access an employee's e-mail:

- for a legitimate business purpose (e.g., the need to access information when an employee is absent for an extended period of time);
- to diagnose and resolve technical problems involving system hardware, software, or communications; and/or
- to investigate possible misuse of e-mail when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.

A staff member is prohibited from accessing another user's e-mail without his or her permission.

E-mail messages sent or received in conjunction with agency business may:

- be releasable to the public under the Freedom of Information Law;
- require special measures to comply with the Personal Privacy Protection Law.

All e-mail messages **including personal communications** may be subject to discovery proceedings in legal actions.