

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: INFORMATION TECHNOLOGY
Policy 1303.2 – Internet Services – Employees
Adopted: May 24, 2002

SCOPE

This policy applies to all MUS employees using MUS-owned or managed computing and information resources where access to those resources is part of their employment. It also applies to visiting faculty, “adjuncts,” other persons having officially sanctioned, unpaid affiliations with a MUS campus, and any other person that has authorized access to MUS-owned or managed computing and information resources through other than student or patron status, as defined in Policy 1302. The term “user” in this policy refers to MUS employees and the other types of users described above.

A separate policy (1304.2) applies to MUS student users of MUS Internet access resources.

A. REQUIREMENTS - INTERNET ACCEPTABLE USE

MUS-provided Internet, intranet, and related access services are to be used by employees for their job-related activities. Acceptable activities include: the conduct of MUS business and delivery of MUS services; transmitting and sharing of information among educational, research, and governmental organizations; supporting open inquiry and education in and between research and instructional institutions; communicating and exchanging professional information; encouraging debate of issues in the user's specific areas of expertise; applying for or administering grants or contracts; announcing requests for proposals and bids; announcing new services for use in research or instruction; and conducting other activities appropriate to MUS business or scholarship.

MUS-provided Internet, intranet, and related access services may not be used for: “for-profit” activities (private commercial purposes), except those covered under formal agreements with the MUS; “not-for-profit” activities (whether related to public, professional, or service organization activities) that are not related to an employee's assigned job; or extensive private, recreational, or personal activities (including playing of games, downloading game software, or other file sharing activities) that are not required for an employee's MUS business or academic responsibilities. The definition of “extensive” may be initially determined by the employee's supervisor; the supervisor may vary the definition depending on business needs, work load, and other factors the supervisor considers relevant. Users must also follow all other MUS policies when using the MUS-provided Internet service, e.g., MUS information technology policy on “User Responsibilities” and other related policies.

Note that use of MUS-provided Internet access and services may be monitored for purposes of planning and managing network resources, performance or troubleshooting purposes, or for investigation of suspected abuse, as described in the MUS information technology policy concerning privacy and monitoring (Policy 1302).

B. COPYRIGHT LAWS

MUS computing and information resource users are subject to all applicable copyright laws regarding software or intellectual property, whether private or commercial. Users may download legally-provided copyrighted material via the Internet, but must adhere strictly to software license agreements, copyright notices, or other agreements governing the use of that material, as may be posted by the provider of the downloaded material. Duplicating, transmitting, or using software or other electronically formatted intellectual property, except as explicitly permitted by software license agreements or copyright notices, may constitute copyright infringement.

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History:

Item 114-104-R0102, Internet Services - Employees, approved by the Board of Regents on May 24, 2002.