

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

**Meeting of the
Academic Senate Executive Committee
Tuesday, February 22, 2000
UU220, 3:00-5:00pm**

1.4.00 minutes were removed

- I. Minutes: Approval of Executive Committee minutes for meeting of January 4, 2000 (pp. 2-3).
- II. Communication(s) and Announcement(s):
- III. Reports:
 - A. Academic Senate Chair: Report on Reform of Curriculum and Catalog Renewal Process Ad Hoc Committee.
 - B. President's Office:
 - C. Provost's Office
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. ASI Representative:
 - G. Other:
- IV. Consent Agenda:
- V. Business Item(s):
Resolution on Fire Safety in the Cal Poly Dorms: Greenwald (pp. 4-5).
- VI. Discussion Item(s):
Lunchtime Advisory Program.
- VII. Adjournment:

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

**AS-____-00/
RESOLUTION ON
FIRE SAFETY IN THE CAL POLY DORMS**

1 **Background:** On January 19, 2000, a dormitory fire at Seton Hall University killed three
2 students and injured 58 others. The dormitory lacked a sprinkler system and had experienced
3 frequent false fire alarms. There had been 18 false alarms since September but University
4 officials do not believe the delayed responses of the students contributed to the deaths.
5

6 A survey of other campuses conducted by Seton Hall subsequent to the fire revealed that 67
7 percent of those polled said their campuses had at least one dormitory without a sprinkler system.
8 37 percent of the respondents reported that false alarms were a problem on their campuses.
9

10 The situation at Cal Poly is very similar. The majority of the dorms have no sprinkler systems
11 while the two newer dorms (Yosemite and Sierra Madre) have sprinkler systems only in public
12 spaces.
13

14 As a result of the fire, New Jersey is considering legislation to require the retrofitting of
15 sprinklers in all dormitories. After a fire at Texas Tech in 1997, the Texas Fire Marshall issued a
16 ruling requiring the installation of sprinklers in all dormitories.
17

18 After the MGM Grand Hotel fire in Las Vegas, California passed a law requiring hotels and
19 motels higher than 75 feet to have sprinklers installed. This required retrofitting existing
20 structures as well as requiring all such new structures to include sprinkler systems.
21

22 WHEREAS, There have been a number of fires at dormitories without sprinkler systems,
23 including the recent fatal fire at Seton Hall University; and
24

25 WHEREAS, The dormitories at Cal Poly with the exception of Yosemite and Sierra Madre lack
26 sprinkler systems; and
27

28 WHEREAS, The State of New Jersey has considered introducing legislation to require the
29 retrofitting of sprinklers in all dormitories; and
30

31 WHEREAS, The Texas Fire Marshall has issued a ruling requiring the installation of sprinklers
32 in all dormitories in the State of Texas; and
33

34 WHEREAS, California passed a law requiring hotels and motels higher than 75 feet to be
35 retrofitted with sprinkler systems; and
36

37 WHEREAS, The CSU has a fund specifically to address issues of safety; therefore, be it
38

39 RESOLVED: That Cal Poly statewide academic senators urge the CSU to use its funds
40 designated for safety to help fund the retrofitting of all CSU dormitories with
41 sprinkler systems; and be it further
42

43 RESOLVED: That Cal Poly statewide academic senators urge the statewide Academic Senate to
44 endorse the retrofitting of all CSU dormitories with sprinkler systems; and be it
45 further
46

47 RESOLVED: That the Cal Poly Academic Senate urge both the CSU and our local legislators to
48 seek one-time funding from the State for the retrofitting of all CSU dormitories
49 with sprinkler systems; and be it further
50

51 RESOLVED: That a copy of this resolution be sent to Senator Jack O'Connell, Abel
52 Maldonado, and other legislators representing this area urging the State of
53 California to require and fund the retrofitting of all college dormitories in the CSU
54 and UC systems with sprinkler systems; and be it further
55

56 RESOLVED: That Cal Poly place a high priority on the retrofitting of all dormitories with
57 sprinkler systems.

Proposed by: Academic Senate Executive
Committee

Date: February 22, 2000

2.22.00

Responses Received to the Lunchtime Advisory Program

#1

I apologize for my delayed response in regards to the Lunchtime Advisory Program. Initially we agreed to fund \$500 for the program and we believe our money has been well spent. We are excited about the success of this program, but do believe some analysis needs to be done before it continues. Some initial questions I have center around the diversity of those using the program (instructors and students) and if this represents a wide range of the student and instructor population. Certainly this is something that we want students and instructors from a wide range of disciplines to be utilizing. If this is the case, wonderful. If not, how can we improve that?

To be honest, I did not expect this money to be spent so quickly. Dr. Hood has sent me an email regarding the continuation of the program and I don't believe, given the estimates of its total cost, that we will be able to continue funding for this year. Certainly, I cannot foretell who will be the ASI leaders for next year, but I believe that once an evaluation is done it will not be hard to convince the next President to support this program. If the evaluation is completed before this year ends, I would be happy to give input about possible changes. Once good policies have been set, I would not have any problems working to convince the new President that this is a worthwhile program. By talking to the President-elect before the year is out, we can get a commitment to the program before the money has been spent in other areas.

I look forward to continuing discussions about the program and securing its future success to the benefit of students and instructors.

John Moffatt
ASI President

#2

I participated in the lunchtime program several times with numerous different students. Here are a few of the comments that I heard:

- 1) Wow! What a great idea!
- 2) I never knew this place (The Veranda Cafe) was here -- this is really nice
- 3) This is great food
- 4) Thank you for sharing this time with me -- none of my other friends have had their advisors do this for them

I believe that this program - if feasible - should continue. This was not only a great time to talk about "advisory" type of topics (courses, grades, etc.), but it afforded me a lot of one-on-one time with my students in a relaxed environment: free from the interruptions of telephones, other students "popping in" during an appointment time, faculty members stopping by, etc.

Although I haven't yet taken the time to do it, I intend to write to the Foundation Board to thank them for this opportunity to spend quality time with students. If you have a list of any other folks who should receive a written note of thanks, I would appreciate having that information.

Again, thank you for allowing me to share these thoughts.

Kimberly Bellah
Agricultural Education & Communication Dept.

#3

I'd like to thank you and the Provost for the lunchtime advising program, I enjoyed it very much. It definitely provided opportunities for talking to students that might not have happened otherwise. I was able to talk about topics ranging from career goals and senior projects to family stress and the impact it has on study habits. I don't think these kind of conversations are possible in an office setting. Whether we admit it or not, the job of the advising professor always borders on therapist and it's nice to informalize the student-advisor relationship over a meal. I understand there was some problem with abuse/over use of the program and I can understand how this might happen. Perhaps some discussion of regulating the use by sending out coupons to advising faculty or some such method might help. I'd hate to see an innovative and useful program like this one be shot down by misuse.

Chris Kitts
Biological Sciences

#4

I participated in three Lunch/Advising sessions with students last term. I found the session useful because it provided a less formal option to communicate with students than the office. I was skeptical about the value of the program at first. I now see that it has value for communicating with some students. It helped me establish a better and more productive working relationship with two student assistant employees.

Del Dingus
Soil Science

#5

(paraphrased from original)

All meetings I have had with my students under this program have been productive and pleasant. To my mind, it is money well spent. If there is a financial crunch, perhaps the free lunch for students could be retained or perhaps lunch for faculty/student could be charged at a reduced rate.

Bernard Duffy
Speech Communication

#6

The Lunchtime advisory program is a great way to get Faculty members and Students to interact at a social and scholarly level. It is the easiest way to get students and professors to come and participate (bribing them with food). In the Modern Languages department, three of our professors have started meeting on a weekly basis with our majors and other students. We will continue to do so, with or without the subvention, but it is greatly appreciated by all!

John Thompson
Modern Languages and Literatures

#7

In regards to this lunchtime program, it has been one of the MOST effective tools that this university has provided to get to know students on a more personal basis. I vote YES!!!! Continue it. In fact, if I could, I would pledge the \$\$\$ that is taken for Union activities to fund this program. I, obviously can't do that. But I believe in its merit so much that I would continue at any cost!!!!

Memo Martinez
Modern Languages and Literatures

#8

This is a wonderful idea--I benefited from it, and I have talked to other faculty and learned better ways to do it in the future. It should be continued.

Bob Heidersbach
Materials Engineering

#9

I took my senior project student to lunch and we met with other members of the math dept. It was very enjoyable for all and I recommend that this program continue.

Perhaps every faculty could participate at most once a year and that way limited funds could be spread out a bit.

Estelle Basor
Mathematics Department

#10

I used the program on one occasion ... and I enjoyed the opportunity to sit down and meet with one of my students while enjoying a meal. The advising process is critical to the success of the students. It takes place on a daily basis, and I often find that I don't have time to advise students to the degree that I feel is appropriate. Setting aside the time during lunch allowed me to accomplish two tasks at once. It was a special occasion.

I did, however, feel a bit awkward getting my lunch purchased for me. It was quite a nice gesture to have the meal provided free of charge. If the cost of the program is beyond expectations, one suggestion would be to either limit the number of times someone can take advantage of the program, or provide only for the student's portion of the meal.

Thanks for allowing me to participate. I can't say enough about the importance of advising students with attention paid to more than just scheduling courses.

The Academic Senate is to be congratulated for taking this bold step forward in making it clear that advising is integral to offering a successful college experience to each and every student.

I want to share an idea with you that was relayed to me by another faculty member. I remember going to lunch with an advisee and the process was exceptionally smooth. However, it would have been appropriate at the time of checkout for the clerk to hand a small receipt (note of some kind) to the faculty member and student reminding them that the meal is sponsored by the Academic Senate, ASI and the Foundation. This would publicize the generosity of the sponsors, but it would also temper any abuses of the gift (if there have been any). It might also cause some faculty to financially support the program. It would certainly remind everyone that advising is an important part of the college experience at Cal Poly.

Bob Flores
Agricultural Education

#11

Your program has been a great help in working with students. So far, I have used this to make some of my best students feel special, but I would like to also use this to take extra time with problem students. I find that students feel getting out of the office and to a restaurant is a professional thing to do. It gives me the chance to expose them to interactions that are not the norm for many students.

Mark Arnold
Journalism

#12

What follows is my note to Nancy Williams regarding the lunch program. I have been making use of it, both for advisees and for this group of honors students. And I think it is very valuable. I would have no problem, if it extends the program, having it only pay for the student lunches (in fact, that is what I suspected it would be when I first heard about it!). That is us used more than had been expected is a good sign - and suggests there should be a way to extend it.

Nancy Williams
Director, Campus Dining

This is just a note to say thank you for supporting the Faculty-Student Lunch Program these last two quarters. I currently am teaching a special section of physics to students in the new University Honors Program - and have had the chance to meet with a number of them over lunch in small groups. It has been a particularly nice chance to see these very talented students away from the classroom - and I know they appreciated the opportunity as well. I hope the program will be able to continue - even if it just pays for the student lunches - and that faculty will make use of it to get to know their students.

Ron Brown
Professor of Physics

#13

i feel that the students and i benefited from the opportunity to participate in the lunchtime advisory program at the veranda restaurant. it provided an informal atmosphere to discuss problems and issues that were on the students mind. i would recommend the continuation of the program.

jim harris
prof ee and cpe programs

#14

I enjoyed the opportunity to have lunch with the students I advise. The students were thrilled with having lunch at Veranda Cafe and we felt it was quality time, well spent. I would be very much in favor to see this program in spring quarter again.

Andrene K. Kaiwi-Lenting, Coordinator
Student Life & Orientation Programs

#15

I have found the lunchtime advising program extremely valuable. It creates a fun way to get to know students in a less formal setting and provides an ambiance that facilitates meaningful discussions on the students studies, research interests, career goals, etc. A couple of times I have even encountered other faculty with their advisees having lunch at the same time, and this has created the opportunity for interesting group interaction. I hope that you will be able to continue this program next quarter.

Yarrow Nelson, Ph.D.

Civil & Environmental Engineering

#16

I thought it was a good program. To continue maybe it should be limited to only one time a month or something like that. I do not know what limits are on the program at the present time.

Roger Keep

Industrial Technology

#17

I think the faculty/student lunch program is (was) excellent. It provides an appropriate informal setting to discuss current progress in their projects. It also provides time where the faculty members can truly focus on the student and not be interrupted by phone/email/office visits. I am very supportive of this program continuing to foster productive interaction.

Mark Moline

Biological Sciences Department

#18

I really appreciated the program and took several students to lunch. It was nice to be able to sit and chat about things that would maybe not normally be discussed in the sterility of an office. Thanks and I hope the program is reinstated!

Susan Elrod

Biological Sciences Department

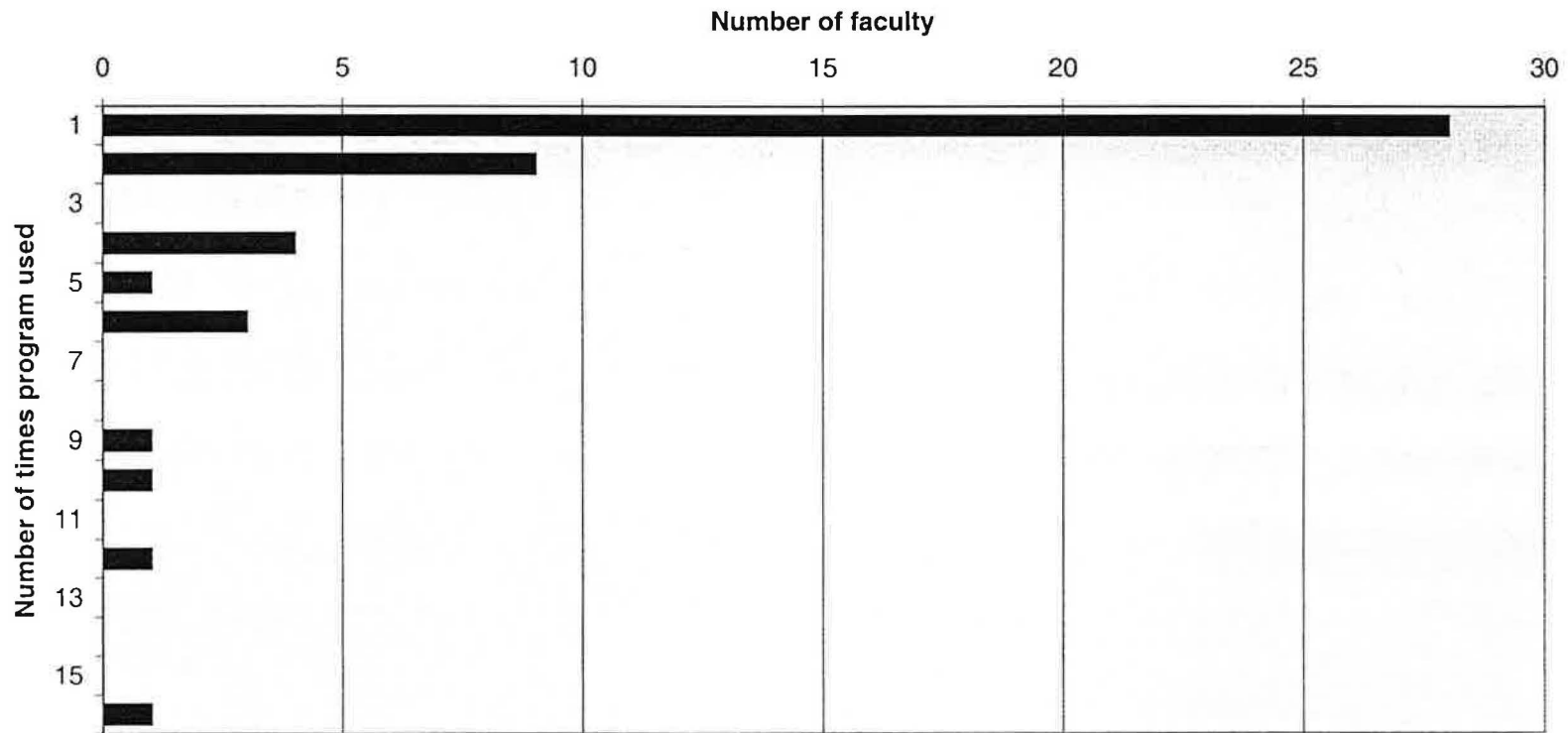
#19

I used the program once to meet with an advisee with whom I needed to address specific issues. It was a nice thing to do for the student. Without the program, I probably would have just met with him in the office. I probably would not use the program again, although I do not want to squash the program. If it encourages faculty/student contact, then it is probably worthwhile.

Ken Scott

Agribusiness Department

Lunchtime Advisory Program Usage Chart



28 faculty members used the program 1 time.
9 faculty members used the program 2 times.
4 faculty members used the program 4 times.
1 faculty member used the program 5 times.
3 faculty members used the program 6 times.
1 faculty member used the program 9 times.
1 faculty member used the program 10 times.
1 faculty member used the program 12 times.
1 faculty member used the program 16 times.

**Resolution for Academic Senate Meeting
Information Technology Resources Responsible Use Policy
1/22/00**

Whereas;

- Access to the Internet and information technology resources have become a part of University life and are becoming a factor impacting teaching and learning activities
- Information technology resources are a finite shared resource provided to support the university's mission of education, research and service
- The University seeks to encourage the ethical use of information technology assets and to discourage misuse of campus resources
- A clear and comprehensive campus policy is needed to ensure the responsible use of information technology resources by students, faculty and staff in pursuit of the university's mission
- A comprehensive policy on responsible use of information technology resources has not yet existed

AND, whereas;

- The Acceptable Use Policy Committee (AUPC) was formed last year to address these important policy issues and through their efforts such a policy has been developed
- The AUPC represents a broad range of campus constituencies as well as the units involved in administering the policy
- The AUPC spent nine months consulting with campus constituents and researching best practices at other universities to develop the policy
- The proposed policy brings together under a single umbrella policy existing laws and policies involving information technology resources
- The policy recognizes and respects academic freedom, freedom of expression, and the right to privacy of individual users
- Well-defined and consistent practices are being developed to enforce the policy and a comprehensive program is being planned to educate users about the policy

[**** DRAFT ****]

- The policy is a living document that will be reviewed and updated at least annually to reflect changes in policy, law and technology
- The policy was released for campus wide review and comment on October 1, 1999 and key campus constituent groups have been consulted with about the policy
- The Instructional Advisory Committee on Computing (IACC), Administrative Advisory Committee on Computing (AACC), and Information Resource Management Policy and Planning Committee (IRMPPC) have endorsed the policy as written and recommended that it be adopted and implemented by the University

Therefore, be it resolved that:

- The Academic Senate endorses the Information Technology Resources Responsible Use Policy as written and recommends that it be adopted and implemented by Information Technology Services
- Information Technology Services will continue to consult with the Academic Senate and other constituent groups with respect to the policy practices and educational components as well as any substantive changes to the policy

AND, be it further resolved that:

- The Academic Senate encourages campus constituents to become familiar with the policy which is posted on the web at www.calpoly.edu/~its/Policies/aup-rev6.html

Policy on Responsible Use of Information Technology Resources Information Technology Services

Purpose:

With IT an integral part of campus life, the number and nature of potential abuses have increased and become more complex. Users need a clear, comprehensive campus policy to define what constitutes acceptable use plus well-defined and consistent steps to follow in dealing with potential violations.

Acceptable Use Policy Committee Charge:

- Draft a campus policy on acceptable use of information technology
- Draft a consistent set of guidelines/procedures for implementing the policy
- Recommend an ongoing process for reviewing and updating the policy
- Define a process for timely and effective policy development in general

AUPC Representation:

ITS, IACC/Library, AACC/Instructional Staff, Public Safety, Risk Management, Judicial Affairs, ASI/Students, Foundation, Housing, Academic Records, Ombudsman Services

AUPC Accomplishments to Date:

- Reviewed sample policies and practices from various other universities
- Reviewed existing campus computing policies and practices
- Discussed specific examples of abuses to inform the policy development
- Received input from affected campus entities, including RESNet, Judicial Affairs, HREE, Public Safety, Network Administration, Risk Manager, etc.
- Proposed policy direction for review and approval by Management Staff
- Flowcharted current and proposed processes for handling complaints and started developing standard responses to complainants and violators, e.g., copyright
- Identified implementation requirements
- Released draft to campus for review and comment on October 1
- Reviewed draft policy with AACC, IACC and IRMPPC
- Updated, reviewed and approved central UNIX system policies, including e-mail, based on changes in the law, learning from Cornell, and proposed policy direction
- Revised Cal Poly's general use guidelines for information technology resources, including agreement to abide by those policies for students receiving new accounts and CAED students connecting personal computers to the Cal Poly network
- Reviewed and approved alumni network policy for Fall implementation
- Updated links to State and Federal laws on the policy web page
- Updated computer lab policies and removed outdated policies from webpage
- Developing campus policy on e-commerce activities
- Participated in systemwide policy development
- Developing specific plan for implementing the policy, including a comprehensive method for educating the campus community regarding the policy
- Developing detailed guidelines and procedures for handling specific violations
- Recommending an ongoing process for reviewing and updating the policy
- Documenting policy development process and make recommendations for future
- Developing metrics to quantify misuse of campus resources, e.g. network bandwidth

Policy is available for review/comment at www.calpoly.edu/~its/Policies/aup-rev6.html

Policy on Responsible Use of Information Technology Resources

Information Technology Services

Summary of Key Policy Points and Provisions:

- Focuses on individual behavior rather than specific technologies
- Consistent with existing campus policy and practice and applicable laws
- Applies to all users (students, faculty, staff) and all University IT resources
- Goal is the reliable, efficient and effective use of finite shared IT resources
- Access is a privilege granted to faculty, staff and students to enhance and facilitate the University mission (teaching, learning, scholarly research, etc.)
- Makes the individual responsible for appropriately and efficiently using IT resources, respecting the freedom and privacy of others, protecting the stability and security of the resources, and understanding and abiding by established policies and laws
- Protects freedom of thought, inquiry and expression as much as possible
- All existing laws and policies apply, not just those specific to information technology
- Includes specific policy provisions addressing:
 - Authorized use - who can access and use Cal Poly's IT resources
 - Security, confidentiality and privacy of institutional and personal data, including release of personal information. Cautions users about the open nature and potential lack of privacy involved in electronic communications
 - Retention and disclosure of electronic records, including e-mail
 - Academic Honesty, e.g., plagiarism and cheating
 - Copyright and Fair Use – applies existing laws to electronic communications
 - Trademarks and Patents – applies existing laws to electronic communications
 - Prohibits various activities and behaviors that threaten the integrity of campus computer networks or systems, e.g., computer viruses, excessive loads, denial of service, service interruptions, sharing passwords and login IDs, attempting to access or alter files/systems without authorization, providing services/accounts to other users, registering a Cal Poly address with another domain (.com) name, scanning systems for security vulnerabilities, connecting unauthorized equipment to campus resources, negligence leading to damage of university resources, and failure to discontinue harmful activities
 - Prohibits commercial use and/or activities for personal and political gain, except as authorized by the University President
 - Prohibits use of electronic communications to harass, threaten or cause harm to individuals and possibly groups of individuals by creating a hostile environment
 - Electronic Mail – Prohibits specific behaviors such as masking one's identity, initiating/forwarding electronic chain letters, and mass e-mails except as defined
 - Web Sites – distinguishes between "official" and "unofficial" web pages
- Reserves Cal Poly's right to
 - limit/remove access when policies or laws are violated
 - monitor and restrict content to preserve network/system integrity and service
 - secure and/or disclose content in response to an official request/legal subpoena
- Outlines consequences (informal, formal and legal) for users who violate the policy, and describes how to report violations of the policy
- Assigns policy review and practices oversight to Jerry Hanley, Vice Provost/CIO
- Final policy will include a glossary and definition of terms, specific examples of responsible and irresponsible uses, and references and works cited

California Polytechnic State University, San Luis Obispo

Information Technology Resources Responsible Use Policy

10/1/99

A. Scope

This policy applies to any user of the University's information technology (IT) resources, whether initiated from a computer located on or off-campus. This includes any computer and information system or resource, including means of access, and networks, and the data residing thereon. This policy applies to the use of all University IT resources whether centrally-administered or locally-administered. Administrators of individual or dedicated university resources may enact additional policies specific to those resources provided they conform to the provisions of this and other official policies and laws. Users of Cal Poly IT resources are subject to both the provisions of this policy and any policies specific to the individual systems they use.

B. Purpose

The principal concern of this responsible use policy is the effective and efficient use of IT resources. Hence the primary focus is to insure that the resources are used in a manner that does not impair or impede the use of these resources by others in their pursuit of the mission of the University. This policy is intended to ensure

- the integrity, reliability, and good performance of the University's information technology resources;
- that the resource-user community operates according to established university policies and applicable laws;
- that these resources are used for their intended purposes; and
- that appropriate measures are in place to assure the policy is honored.

The policy is intended to permit reasonable resource-user access, rather than proscribe it, within institutional priorities and financial capabilities.

C. Guiding Principles

The following principles underlie this policy and should guide its application and interpretation:

1. Freedom of thought, inquiry, and expression is a paramount value of the Cal Poly community. To preserve that freedom, the community relies on the integrity and responsible use of university IT resources by each of its members.
2. IT resources are provided to support the university's mission of education, research and service. To ensure that these shared and finite resources are used effectively to further the University's mission, each user has the responsibility to:
 - use the resources appropriately and efficiently;
 - respect the freedom and privacy of others;
 - protect the stability and security of the resources; and
 - understand and fully abide by established university policies and applicable public laws.

D. Policy Application

1. All existing laws (federal, state and local) and State of California, California State University and Cal Poly regulations and policies apply, including not only laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. This may also include laws of other states and countries where material is accessed electronically via university IT resources by users within those jurisdictions or material originating within those jurisdictions is accessed via university IT resources.
2. The accessibility of certain University IT resources, such as network-based services, implies a degree of risk that the existence, viewing or receipt of such information/content may be offensive. As a matter of policy, the university protects expression by members of its community and does not wish to become an arbiter of what may be regarded as "offensive" by some members of the community. However, in exceptional cases, the university may decide that such material directed to classes or individuals presents such a hostile environment that certain restrictive actions are warranted.
3. The University reserves the right to limit access to its resources when policies or laws are violated and to monitor routing information of communications across its network services and transaction records residing on University resources. The University may monitor and restrict the content of material transported across university networks or posted on university systems to preserve network/system integrity and continued service delivery.

E. Policy Provisions

1. Authorized Use

Access to Cal Poly's IT resources is a privilege granted to faculty, staff and students in support of their studies, instruction, duties as employees, official business with the university, and other university-sanctioned activities. Access may also be granted to individuals outside of Cal Poly for purposes consistent with the mission of the University.

The privilege of using Cal Poly IT resources may not be transferred or extended by members of the university community to outside individuals or groups without prior approval of the Vice Provost/CIO for Information Technology Services.

Gaining access to the University's IT resources does not imply the right to use those resources. The University reserves the right to limit, restrict, remove or extend access to and privileges within, material posted on, or communications via its IT resources, consistent with this policy and applicable law, and irrespective of the originating access point.

It is expected that these resources will be used in an effective and efficient manner in support of the mission of the University as authorized by Cal Poly. All other use not consistent with this policy may be considered unauthorized use and subject to possible civil, criminal or disciplinary actions.

2. Data Security, Confidentiality and Privacy

Cal Poly users are responsible for ensuring the confidentiality and appropriate use of university data to which they are given access, ensuring the security of the equipment where such information is held or displayed, and abiding by related

privacy rights of students, faculty and staff concerning the use and release of personal information, as required by law or existing policies.

For the purposes of this policy, all institutional data processed is to be considered sensitive and/or confidential. Access to such data is based on an individual's "need to know" and is restricted to uses directly related to their assigned duties. Users are responsible for the security of any accounts issued in their name and any institutional data they may retrieve, modify, reproduce or destroy.

Disclosure of confidential information to unauthorized persons or entities, or the use of such information for self-interest or advantage, is prohibited. Access to institutional data by unauthorized persons or entities is prohibited.

All employees (non-student) and non-employees (including but not limited to auxiliary employees, volunteers, Military Science personnel, and exchange faculty) granted access to institutional data are required to sign a statement that they have received a copy of the university's Confidentiality-Security Policy.

Refusal to sign will result in loss of access and may result in demotion or dismissal if such access is an inherent part of their assigned duties. Users with access to student information further agree to abide by the university's Policy on the Use and Release of Student Information.

In general, information stored on university computers is to be considered confidential unless the owner grants explicit permission to other individuals or groups to view that information or intentionally makes it available to the public. However, all users of Cal Poly's IT resources are advised to consider the open nature of information disseminated electronically, and should not assume any degree of privacy or restricted access to such information as it may be intercepted, copied, read, forged, destroyed, or misused by others.

Electronic mail and computer files are considered private to the fullest extent permitted by law. Access to such files will generally require permission of the sender/recipient of a message or the owner of the account in which the material resides, court order, or other actions defined by law. However, in the event of a University investigation for alleged misconduct, e-mail or files may be locked or copied to prevent destruction and loss of information.

Requests for disclosure of confidential information and retention of potential evidence will be honored when approved by authorized University officials or required by state or federal law.

3. Record Retention and Disclosure

Original electronic materials and/or copies may be retained for specified periods of time on system backups and other locations; however the University does not warrant that such information can be retrieved. Unless otherwise required by law and/or policy, Cal Poly reserves the right to delete stored files and messages to preserve system integrity.

Electronic files or messages, whether or not created and stored on university resources, may constitute a university record subject to disclosure under the California Public Records Act or other laws, or as a result of litigation. Copies

must be provided in response to a public record request or legally issued subpoena, subject to very limited exceptions, as with all other documents created and retained at the University.

4. Network and System Integrity

Activities and behaviors that threaten the integrity of University computer networks or systems are prohibited on both University-owned and privately-owned equipment operated on or through University resources. These activities and behaviors include but are not limited to:

- Interference with or disruption of computer systems and networks and related services, including but not limited to the propagation of computer "worms," "viruses" and "Trojan Horses"
- Intentionally or carelessly perform an act that will place an excessive load on a computer or network to the extent that other users may be denied service or the use of electronic networks or information systems may be disrupted
- Processing excessively large amounts of data or excessive system utilization to the extent that these interfere with network or system performance unless authorized in advance by the administrator(s) responsible for all of the equipment affected
- Failure to comply with requests from appropriate university officials to discontinue activities that threaten the operation or integrity of computers, systems or networks
- Revealing passwords or otherwise permitting the use by others, by intent or negligence, of personal accounts for computer and network access. Individual password security is the responsibility of each user.
- Altering or attempting to alter files or systems without authorization
- Unauthorized scanning of computers and networks for security vulnerabilities and unauthorized attempts to circumvent data protection schemes or uncover security loopholes
- Connecting unauthorized equipment to the campus network or computers
- Attempting to alter any university computing or network components without authorization or beyond one's level of authorization, including but not limited to bridges, routers, hubs, wiring, connections, etc.
- Negligence leading to damage of university electronic information, information technology resources, computing systems or networks
- Utilizing network or system identification numbers or names that are not assigned for one's specific use on the designated system
- Using campus resources to gain unauthorized access to any computer system
- Providing services or accounts on University computers or via University networks to other users from a personal computer
- Registering a Cal Poly address with any other domain name

5. Academic Honesty

The University will not tolerate academic cheating or plagiarism in any form. Users of information technology resources are expected to uphold the highest academic standards in accordance with the Campus Code of Conduct and other university policies.

6. Commercial and Political Activity

Use of the University's information technology resources is strictly prohibited for unauthorized commercial activities, personal or political gain, and private, or otherwise unrelated to the University, business or fundraising. This includes soliciting, promoting, selling, marketing or advertising products or services, or reselling University resources.

Campus auxiliary organizations are authorized to provide services and products to students, faculty and staff, and invited guests of the University through operating and service support leases. The University President may authorize additional limited commercial uses under separate policy provisions. Such uses are excepted from the above prohibition. See the accompanying guidelines for further clarification on exceptions.

7. Harassment

Harassment of others via electronic methods is prohibited under California State Penal Code Section 653m and other applicable laws and university policies. It is a violation of this policy to use electronic means to harass, threaten, or otherwise cause harm to a specific individual(s), whether by direct or indirect reference. It may be a violation of this policy to use electronic means to harass or threaten groups of individuals by creating a hostile environment.

8. Copyright and Fair Use

Federal copyright law applies to all forms of information, including electronic communications. Violations of copyright laws include, but are not limited to, making unauthorized copies of any copyrighted material (including software, text, images, audio, and video), and displaying or distributing copyrighted materials over computer networks without the author's permission except as provided in limited form by copyright fair use restrictions. The "fair use" provision of the copyright law allows for limited reproduction and distribution of published works without permission for such purposes as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

9. Trademarks and Patents

Unauthorized use of trademarked names or symbols, including Cal Poly's, is prohibited. Where university resources are used, the University retains ownership of all faculty, staff and student inventions and other intellectual property that may be patented, copyrighted, trademarked or licensed for commercial purposes. Assignment of equity interest in the net proceeds from such creations will follow the guidelines established by Cal Poly's Intellectual Property Rights Policy.

10. Electronic Communications

University electronic communications are to be used to enhance and facilitate teaching, learning, scholarly research, support academic experiences, and to facilitate the effective business and administrative processes of the University.

The following activities and behaviors are prohibited on University or privately-owned equipment or networks operated on University resources:

- Altering electronic communications to hide one's identity or to impersonate another individual. All e-mail, news posts, chat sessions, or any other form of electronic communication must contain the sender's real name and/or user id.
- Initiating or forwarding electronic "chain letters"
- "Mail bombing"
- Sending unsolicited commercial advertisements or solicitations
- Operating unofficial e-mail reflectors
- Sending messages to large numbers of users except as defined (see Large Mailings and Broadcast Messages)
- Use of system aliases by non-authorized personnel
- Use of official aliases to broadcast unofficial and/or unauthorized messages

Cal Poly reserves the right to send electronic communications, including large group or broadcast messages, to its own users. Such official messages are permitted only if sent via authorized distribution methods to reduce the system load and should conform to the guidelines for Large Mailings and Broadcast Messages.

The University reserves the right to perform broadcast messages related to emergencies and university physical plant conditions or activities for which urgent notice is required and that will potentially affect most of the recipients.

The university reserves the right to limit the size of individual messages being transmitted through university resources.

11. Web Sites

An official Cal Poly web page is one which is formally acknowledged by the chief officer of a University department or division as representing that entity accurately and in a manner consistent with Cal Poly's mission. Without such acknowledgment, a web site, regardless of content, is not "official." Official pages are the property and responsibility of the divisions that create them.

"Unofficial" information may also be posted and maintained by individual students, faculty, staff and student organizations. Cal Poly does not undertake to edit, screen, monitor, or censor information posted by unofficial authors, whether or not originated by unofficial authors or third parties, and does not accept any responsibility or liability for such information even when it is conveyed through university-owned servers.

Both official and unofficial web sites are subject to the other provisions of this policy if they use university resources such as the Cal Poly network to transmit and receive information.

F. Consequences of Non-Compliance

1. University Informal

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the unit administering the accounts or network. This may be done through e-mail or in-person discussion and education.

2. University Formal

Serious incidents of non-compliance may lead to University disciplinary action under CSU and University disciplinary policies and procedures, private civil action, and/or criminal charges. Serious incidents of non-compliance include but are not limited to unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior.

Offenders may be referred to the/their sponsoring advisor, department, employer, or other appropriate University office for further action. If the individual is a student, the matter may be referred to the Office of Campus Student Relations and Judicial Affairs. If the offender is a member of the staff or faculty, the matter may be referred to Human Resources and Employment Equity or Faculty Affairs.

3. Civil and Criminal

In addition to the above, inappropriate use of information technology resources may result in personal criminal, civil and other administrative liability.

G. Reporting Irresponsible or Inappropriate Use

Suspected violations of this policy involving campuswide shared IT resources, potentially bearing external or legal consequences for the university, or originating from an outside source, should be reported to Information Technology Services at complaints@calpoly.edu.

Information Technology Services will advise the user on what if any action to take, act directly when appropriate, and/or refer the violation to other offices for further action. They will also assist other offices with investigations of suspected policy violations when appropriate. Information Technology Services may also be contacted to report violations when the complainant is unable, or it is not desirable, to do so through other channels.

Suspected violations occurring on external or departmental systems should be reported to the administrator responsible for the system or network involved for further action. A copy should be sent to complaints@calpoly.edu for tracking purposes.

There might be situations when the following additional offices/officials should be notified of a violation of this policy:

- **Supervisors - Human Resources and Employment Equity - Faculty Affairs - If** the violation occurs in the course of employment with the university

- **Office of Academic Records** - If the violation involves inappropriate use of Cal Poly student information. The registrar is responsible for investigating reports of FERPA [link] violations and maintaining records for the Department of Education.
- **Information Security Officer - System Security Chairs** – If the violation involves inappropriate access to or use of university data
- **Cal Poly Public Safety** - If an individual's health and safety appears to be in jeopardy or a violation of law may be involved

System and network administrators, supervisors or offices that receive a complaint and are presented with evidence that a possible violation of the policy has occurred, should follow the accompanying guidelines and procedures.

H. Policy Review and Practices Oversight

The Vice Provost for Information Technology/Chief Information Officer is responsible for application and enforcement of this policy. The Responsible Use Policy Sub-Committee of the Information Resources Management Policy and Planning Committee (IRMPPC) shall review this policy on an annual basis, make recommendations for any changes, and provide oversight and periodic review of the practices used to implement this policy. Recommended changes shall be reviewed and approved by the Vice Provost for Information Technology/Chief Information Officer in consultation with the IRMPPC.

I. Glossary and Definition of Terms

In progress – Link to separate documents

J. Specific Examples of Responsible and Irresponsible Uses

In progress – Link to separate documents

K. References and Works Cited

In progress – Link to separate documents