

### 60-1 Computer Use

60-1-1 Purpose • 60-1-2 Policy • 60-1-3 Administration • 60-1-4 Computer Accounts in General • 60-1-5 Student Accounts • 60-1-6 System Accounts • 60-1-7 Affiliate Accounts • 60-1-8 Account Protection • 60-1-9 Resource Limits • 60-1-10 Protection of the System • 6-1-11 Non-Confidentiality  
60-1-12 Rules • 60-1-13 Consultation • 60-1-14 Copyrights •  
60-1-15 Recreational and Personal Use • 60-1-16 Sanctions

1. **Purpose.** The purpose of this policy and procedures is to cultivate computer use at Eastern New Mexico University System (the System), to regulate computer use as necessary to protect individual privacy, to provide an equitable sharing of limited resources and to promote responsibility in the use of all computer systems of the ENMU System.
2. **Policy.** The ENMU System's general policy for use of its computer systems and equipment are:
  - A. The primary guiding authority regarding the use of the System computer systems and network is the System's "Bill of Rights and Responsibilities for All Members of the ENMU System" (AGP&P, 15-1).
  - B. All computer users have the responsibility to use the System computer systems in an effective, efficient, ethical and lawful manner.
  - C. The use of the System computer facilities is a privilege, not a right. The System may protect legitimate facilities' users by imposing sanctions on users who abuse the privilege.
  - D. Computer users shall:
    - (1) Respect the intended use of accounts established for their use;
    - (2) Respect the integrity of the System's computer systems and network;
    - (3) Respect the privacy of other computer users;
    - (4) Respect the rules, regulations and procedures governing the use of System computer facilities, equipment and systems, and
    - (5) Respect the proprietary rights of software owners and comply with all copyright laws, treaties and compacts of the United States and all laws of the state of New Mexico, including the New Mexico Computer Crimes Act, NMSA 1978, § 30-45-1 to -7 (1989 as amended through 2006).
  - E. Standards of common sense and common decency must be applied in determining what uses are proper when using the public resources of the System.
  - F. The System shall not provide computer access to persons or entities not affiliated with the System as that would violate state regulations prohibiting donations by the state to private individuals or entities.
  - G. The System acknowledges that the computer medium provides its students, faculty and staff opportunities for research, dialogue and expression. However, the System and each computer user have the responsibility to use each of the computer systems, which are state property, in a manner related to the educational process for which the systems are intended.

The foregoing purposes and policy are implemented System wide by the following.

### **Procedures**

3. **Administration.** This policy and procedures shall be administered by the ENMU System chief information officer (CIO). Lead Information Technology Services (ITS) personnel at the branch community colleges report to the branch community college president but are accountable to the system CIO for upholding and adhering to this policy and procedures outlines below.
  - A. Student concerns not resolved by the CIO may be presented to executive administrator for Student Affairs.
  - B. Faculty and staff concerns not resolved by the CIO may be presented to the executive administrator of the employee's primary area of assignment.
4. **Computer Accounts in General.** All computer accounts shall be the property of the System. The privileges of such accounts shall be given by the colleges, authorized units, departments and offices of the System for specific academic, administrative or other authorized uses. There shall be four (4) types of accounts, as set forth in sections 5, 6, 7 and 8 below.
5. **Student Accounts.** Student accounts may be opened and maintained only by virtue of an individual's status as a student and account use shall comply with this policy and all other policies and procedures of the System. Records related to each student account shall be kept by ITS.
  - A. Official Student E-Mail Address. Upon enrollment, a student shall be assigned an official e-mail address in the format of firstname.lastname@enmu.edu for ENMU-Portales and ENMU- Ruidoso and firstname.lastname@roswell-enmu.edu for ENMU- Roswell campus. The e-mail address shall remain the same throughout the student's academic career unless the student's name is changed for legal purposes or other extenuating circumstances.
  - B. Use of Student E-Mail. The student e-mail account shall be activated after admittance at any campus of the System. Students shall be required to use this e-mail address for all official communications with the System.
6. **System Accounts.** System accounts may be opened and maintained only for the use of the faculty or staff for academic or administrative work. Authorizations for each System account shall be made, and appropriate records of the account kept by the appropriate manager or department head.
7. **Affiliate Accounts.** Affiliate accounts may be opened and maintained for individuals or groups who are not directly associated with the System but whose access to the System network has a clear and distinct connection to and provides some intrinsic value for the System. All authorizations for affiliate accounts shall be approved by the System CIO.
8. **Account Protection.** The integrity of the computer systems shall be maintained by protection of passwords. Any violation of the integrity of a System computer system shall be deemed a prohibited misappropriation of System property.
  - A. Attempts to perform any of the following acts are among such prohibited actions:
    - (1) Make an account available to any person not authorized access by the System;

- (2) Defeat the security system of any computer;
  - (3) Circumvent the accounting system;
  - (4) Access and/or use an account without authorization;
  - (5) Use accounts for other than intended purposes (see sections 2.E above and 17 below);
  - (6) Misappropriate the data or files of another person or
  - (7) Download or upload of copyrighted material illegally.
- B. Authorization for access to any account by someone other than the primary user must be approved by the appropriate administrator, who shall arrange for maintenance of appropriate records of that authorization.
- C. The account holder shall bear the responsibility and the consequences of allowing any access to his or her account without appropriate administrative authorization.
- 9. Resource Limits.** The ENMU System reserves the authority to establish computing resource limits of accounts. If resources are low, the account holder should notify the course instructor, ITS or the authorizing manager or department head, whoever or whichever is appropriate for that account.
- 10. Protection of the System.** Responsible continued use of the computer system requires that each user:
- A. Refrain from development or use of programs or utilities that:
    - (1) Harass or interfere with other System's computer users,
    - (2) Infiltrate or modify the computer system or an account or
    - (3) Damage the hardware or software components of the computer system or
    - (4) Perform illegal activities.
  - B. When requested, users shall cooperate with computer system administrators in investigations of abuse and report suspected abuse, especially any damage to or problems with the user's files.
- 11. Non-Confidentiality.** The System recognizes that users may assume computer files, network traffic, ENMU systems hosted off campus and e-mail messages are confidential; however, such files, network traffic and messages are not confidential. They are subject to access by ITS for-systems maintenance time or when there is a report of suspected unlawful or improper activities. The System reserves the right to review any information on any ENMU System hardware or software, this includes systems purchased by ENMU but hosted off campus.

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the System recognizes its obligation to provide appropriate access to educational records while protecting their confidentiality (See AGP&P 65-7-5). The removal of any protected, confidential or private data from any of the System campuses by any means including but not limited to laptops, email and removable storage devices is prohibited.

- 12. Rules.** In addition to these policies and procedures, the System has various specific rules, regulations and procedures governing the use of computing equipment and facilities located around the System and posted in labs or readily available in printed form. Each computing site and environment has operators, consultants and/or supervisors who have the responsibility for the use of that site. Users shall abide by the rules, regulations and procedures of the System and the site and shall cooperate with the operators, consultants and supervisors.
- 13. Consultation.** Computer users are encouraged to consult with ITS (or other appropriate ENMU System consultants) regarding computer use. However, obtaining assistance in completing computer-related academic assignments is prohibited unless permission for consultation is given by the instructor.
- 14. Copyrights.** Computer users shall not copy software or media protected by copyright except as specifically allowed by the licensing agreements or other stipulations of the owner. Making and distributing copies shall not exceed the number of original copies purchased, unless otherwise stipulated in the purchase contract. ENMU System computer users should presume that software is copyrighted unless they have specific knowledge to the contrary.
- 15. Recreational and Personal Use.** There are uses of System computer systems that are improper. Reasonable recreational and other personal uses are allowed, provided such use does not interfere with ENMU System official business use. The responsibility of using good judgment to avoid improper uses resides with the user. All improper uses cannot be anticipated or listed here, but some examples follow.
- A. Under no circumstances may games be played, or other recreational uses occur, when such use would interfere with the availability of facilities for academic use.
- B. Certain other activities are expressly prohibited by law. Among those are:
- (1) Commercial activities or advertising,
  - (2) Libelous statements that would damage a person,
  - (3) Dissemination of licensed software and
  - (4) Invasion or violation of personal privacy and
  - (5) Any form of electronic interaction relating to the promotion of pornography or other sexual content with or toward a minor.
- 16. Sanctions.** Failure to abide by the guidelines set forth in the foregoing policies and procedures shall subject any user of the System computer system to sanctions, which may result in denial of computer account privileges, and/or disciplinary action, which could lead to expulsion from the System, dismissal from a position or legal action.

Approved by Board of Regents, May 12, 2006.

Approved by Board of Regents, December 9, 2010.

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