

MWSU computing facilities are provided in order to promote and support academic pursuits. Academic computer facilities are therefore to be used only for instruction and research activities. Listed are certain responsibilities and the ethical behavior expected of you as a computer user.

The guidelines presented here reflect U.S. Copyright Law, the Law of the State of Missouri, and additional specific rules relative to the MWSU campus. It is the intent of Missouri Western State University to adhere to the provisions of copyright laws relative to software and to comply with licensing agreements and/or policy statements contained in the software packages used on campus. If you need further clarification regarding these guidelines, please contact Information Technology Services.

U.S. Copyright Law and Software Licensing

- All computer software is protected by the federal copyright law. It is illegal to make or distribute copies of copyrighted material without authorization.
- The copyright owner may grant copying privileges for certain software. These special provisions will be specified in the documentation, license agreement, or in the software package.
- The user does have the right to make a backup copy for archival purposes.
- Under no circumstances should copyrighted software be distributed outside the University through any mechanism, electronic or otherwise.
- You are responsible for being aware of the licensing restrictions for the software you use on any system. Lack of knowledge does not justify a violation of the law.
- When in doubt, do not copy. Violation of copyright law of licensing agreements may result in University disciplinary action and/or may result in legal action.
- In order to receive user support from Information Technology Services, from microcomputer lab assistants, or from vendors, you may be asked to produce manuals, serial numbers or original diskettes as proof of proper software licensing.

User Responsibilities

A state law now makes unauthorized access and interference with computer systems, computer data and other computer users illegal. Always apply normal standard of academic ethics and polite conduct to your use of computing services. Your computing activities should not interfere with the rights of other users. Respect the equipment and privacy of others.

Campus computing facilities may not be used for personal business interests. This includes the use of the campus network from privately owned equipment.

Drinks, food, and tobacco products are not allowed in campus computing facilities.

Examples of Unacceptable Activities

- Changing or altering hardware/software configuration without permission of lab supervisor.
- Excessive game playing or personal applications. (Employees - additional restrictions may be imposed and enforced by your immediate supervisor).
- Excessive printing.
- Sending annoying or obscene messages to any other user.
- Displaying material or information that is harassing, defamatory, obscene, or offensive.
- Using computer systems/software (i.e. SPSS) for personal activities that are not required for class or research.
- Importing software of unknown function and quality. This is the primary cause of virus transmission.

Disciplinary Action

Student or guest misuse of campus computing resources shall be reported to the Director of Information Technology Services and will be reviewed by the Computer Usage Hearing Panel consisting of the Director of the Library, the Director of Information Technology Services, and one faculty member. Any necessary disciplinary action will be determined by the Panel. Within ten calendar days of receiving notice of disciplinary action, an appeal based on a showing of good cause may be made to the Provost and Vice President for Academic Affairs, whose decision will be final. When appropriate, the Panel may report student violations to the College Hearing Panel.

Faculty or staff violations should be reported to the appropriate vice president. Please be aware that violations of U.S. or Missouri laws may result in legal and/or civil action.

Missouri Western State University Computer Labs

- MWSU Computer Labs are located in the following buildings:

- Business & Economics (Poppewell Hall 307),
- CAI Lab (Murphy Hall 119),
- Computer Science, Math & Physics (Agenstein Hall 120),
- Foreign Languages Lab (Murphy Hall 107),
- General Use Labs (Murphy Hall 101, Blum Union 202, and Vaselakos Hall L-7), Library Lab (Hearnes Center 306),
- Science & Math (Agenstein Hall 303),
- Business (Poppewell Hall 306),
- Professional Studies (Wilson Hall 206),
- CADD Lab (Wilson Hall 110),
- Nursing (Murphy Hall 312),
- Art & Music (Potter Hall 204),
- Education (Murphy Hall 114).