

Wilberforce University Student Internet Usage Policy

Rev. 7-2019

Wilberforce University continues to strive to bring the best to our students. With that in mind Wilberforce University IT Department wants to bring the best in security and connectivity to its users. In order to do this, we want to work with all members of the Wilberforce family and guests to do so. This policy is submitted with this altruistic understanding in mind. Use of the Internet by students is permitted and encouraged where such use supports the goals and objectives to further education and make life on campus enjoyable during your enrollment here at Wilberforce University. However, access to the Internet through Wilberforce University is a privilege and all students must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action. Students may also be held personally liable for damages caused by any violations of this policy. This is an open policy and is to be known by all students. Please review and adhere to the Wilberforce University Policy.

Policy Statement:

1. Sharing of passwords, PINs, tokens or another user's authentication information are strictly prohibited. Everyone is responsible for his/her account(s), including the safeguarding of access to the account(s).
2. The use of Wilberforce University's resources to access, further or otherwise participate in activity which is inconsistent with the mission of the university is prohibited. This includes, but is not limited to the following: illegal activity, sexually explicit material, hate speech, violent behavior & bullying, spam, hacking, etc. An exemption is granted for individuals engaged in normal pedagogic related activities or research, if it is consistent with Wilberforce University's mission.
3. The use of Wilberforce University information systems for commercial gain is prohibited.
4. Anti-virus and anti-malware software must be installed on your computer, kept up to date and currently enabled. If your software is not up to date or disabled it may lead to an infection which may result in your network access being disabled.
5. Students are responsible for keeping their computer updated with security patches/fixes from the appropriate software update services (Windows Update on windows computers, Software Update on Apple computers). This includes updating applications, such as MS Office, Adobe, iTunes, or Firefox. If your computer is not up to date it may lead to virus infection which may result in your network access being disabled.
6. Students are fully responsible for their computer, including its hardware, software, and any network traffic transmitted by it, regardless if this traffic was authorized by you or not. Please contact Wilberforce University IT Department if you have any questions about whether certain software/hardware might conflict with this acceptable use policy.
7. The use of personal routers (wireless or wired) and/or DHCP servers is strictly prohibited.

8. Using the university network to provide any service that is visible off campus is prohibited. This applies to services such as, but not limited to, HTTP (Web), FTP, IRC, peer-to-peer (p2p) multimedia sharing, game servers and email.
9. Configuring your computer to provide Internet or Wilberforce University network system access to anyone who is not an authorized Wilberforce University faculty, staff member or student is prohibited.
10. Connecting standard mobile devices used for the pursuit of academic work to Wilberforce University wireless network is permitted. Connecting any other device or system to the university's data networks without the prior review and approval of Wilberforce University IT Departments is prohibited.
11. I.T. Department does not work on or maintain students' personal computers, phones, tablets or any device not owned by Wilberforce University with an authentic Wilberforce ID tag.
12. I.T. Department does not provide hardware or software to students for their personal devices, we also do not install or configure software on personal computers, only by the University, with an authentic Wilberforce ID tag.
13. Wilberforce students in need of I.T. Department Hardware for events (projectors etc.) must provide up to 48 hours advance notice for setup (not including weekends).

Some examples of policy violations:

- I. Accessing another user's personal private data
- II. Consuming a disproportionate amount of bandwidth
- III. Attempting or coordinating a denial-of-service attack
- IV. Probing and/or exploiting security holes in other systems either on or off campus
- V. Using unauthorized IP address
- VI. Using a network protocol analyzer or similar mechanism without prior authorization
- VII. Degrading or restricting network access for others, either on or off campus
- VIII. Connecting to University systems that one has not been expressly permitted to access
- IX. Downloading, sharing or using copyrighted material including music, movies, software or textbooks
- X. Participating in activities which are not consistent with the Mission of the university

In addition, your network access may be disabled if Wilberforce University receives complaints about or otherwise detects inappropriate behavior.

****The student's violations are linked to their individual devices via the devices MAC address. The MAC address will be used for investigation purposes since every device has a fingerprint known as a MAC address. Regardless to whether the said MAC address has been changed, the original MAC address is able to be tracked to the students original MAC address linking them to their device. This will ensure that the correct student receives the appropriate violation.**

This policy applies to all students of Wilberforce University.

Violations Outcome:

The following guidelines will be used when students are accused of violating this policy:

1st offense: The student will be contacted by Wilberforce University's IT Department via E-mail to notify the student regarding the violation. This E-mail will include a copy of the policy statement and a copy of the violation that has occurred. This will allow the student to know of the violation and give them the ability to explain their offense in writing. The student's Internet/network access **may be disabled** until investigation is complete, depending on the nature of the violation. The said student will also be reported to Office of Student Engagement and Success for further disciplinary review.

2nd offense: The student's Internet/network access **will be disabled** until the issue is resolved. This will include above said copy of the policy statement and violation. Furthermore, the student will be reported to the Office of Student Engagement and Success. The student will participate in the University Disciplinary Process as outlined in Wilberforce University Student Code of Conduct.

3rd offense: The student's Internet/network access **will be disabled and blocked indefinitely**. Finally, the student will be reported to the Office of Student Engagement and Success. Student may be suspended or expelled as result of violating this policy in accordance with their previous University Sanctions and/or Wilberforce University Student Code of Conduct.

Any further questions can be submitted to:

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