

SURA Residence Facility Policy: Computer and Network Use

- A. It is the policy of the SURA Residence Facility that use of its computer and networking capability is for legitimate business purposes. Personal use of SURA's computer and networking capability is permitted as long as it is not unreasonable or excessive, is appropriate, does not interfere with business needs or operations, and does not compromise the security integrity of SURA's system. SURA has full and final discretionary authority to determine the appropriateness and reasonableness of the use of its systems.
- B. Electronic transmissions and records using SURA computer and networking capability, including e-mail, computer files, web documents, etc., are SURA property and are subject to disclosure to SURA management on a need-to-know basis, as well as to law enforcement, government officials, or to other third parties in accordance with federal or state law.
- C. SURA has the right to utilize software that limits access to its wireless router and makes it possible to identify and block access to Internet sites containing material or activities that SURA, in its sole discretion, deems inappropriate.
 - 1. SURA shall secure its wireless network with a WPA key.
 - 2. WPA keys shall be changed at least monthly and should be a minimum of eight characters including upper- and lower-case letters, punctuation, symbols, and numbers.
 - 3. WPA keys are provided to Residence Facility guests only and may not be shared.
 - 4. SURA shall take appropriate action to respond to infringement notices from the network provider.
- D. No software or computer programming routine shall be placed on SURA computers or through the use of SURA's resources, including:
 - 1. Hacker software, password crackers or sniffers, etc.
 - 2. Illegal or bootlegged software, movies or music (e.g., via "peer-to-peer" software)
 - 3. Personal software such as personal holiday greeting card generators, screen savers, investment programs, etc.
 - 4. Routines that may damage, detrimentally interfere with, or secretly intercept or commandeer any system, data or personal information
 - 5. Attempts to elude, alter or use any methods to bypass network security and/or filters
- E. Residence Facility guests shall use SURA resources cooperatively with other guests, including limited time on SURA computers so that others may access them.
- F. Use of SURA resources is permitted if such use:
 - 1. Does not involve illegal activities, including violation of licenses, copyrights, trademarks, or other related contracts and agreements
 - 2. Does not involve activities that could create any liability for SURA or cause SURA to lose the services of its network provider, including any actions that may compromise SURA security in any way
 - 3. Does not involve activities for the purpose of generating personal income, such as operation of an active business, operating and advertising a commercial enterprise or professional service, etc.
 - 4. Does not access offensive, threatening, harassing or intimidating materials, including materials that ridicule others on the basis of race, creed, religion, sex, disability, nationality or sexual orientation
 - 5. Does not access explicit sexually oriented, obscene, or pornographic materials