

UAR Number: 308.02
Title: Telecommunications Resource Usage
Originator: Office of Information Technology
Initial Adoption: 06/14/1993
Revision Dates: 04/30/2010
Purpose: To insure all University telecommunications resources are properly utilized and maintained to effectively address the service mission of Morehead State University.

Procedural

References:

Scope (Who is covered by this UAR?): All faculty, staff and students.

Description:

The following statements will function as Morehead State University's official guidelines for connection to and use of devices that are associated with the University's telecommunications network.

RESPONSIBILITY

The Office of Information Technology shall be responsible for the administration and expansion of all voice, data, and video networks owned or leased by the University.

PURPOSE

To insure all University telecommunications resources are properly utilized and maintained to effectively address the service mission of Morehead State University.

DEFINITIONS

For purposes of this document, the following definitions apply:

Device: Any form of electronic or electromechanical equipment connected to the University's telecommunications network. This includes, but is not limited to, telephones, cellular telephones, facsimile machines, televisions, video cassette recorders (VCR's), multi-user computer systems, microcomputers, terminals, printers and modems.

Message: Any form of communication which originates and/or terminates at a device as defined above, or which is dependent in any fashion on the University's telecommunications network for its delivery.

Network: All University owned or leased software, transmission facilities, and communications cabling with a primary purpose of the delivery of messages as defined above.

USAGE GUIDELINES

1. All telecommunications devices are intended to be used for the day-to-day operations and services of the University. Any personal use of these devices should be kept to an absolute minimum. Supervisors are responsible for monitoring the extent of personal usage and taking appropriate actions when necessary. Student use of networked resources must be in accordance with established student policies and procedures as defined in the "Eagle" student handbook and guidelines set forth by Information Technology Network Services and by other University policies and procedures.
2. All use of telecommunications devices must be in accordance with local, state, and federal laws and regulations.
3. Annoying, harassing, threatening, and obscene messages are strictly forbidden and punishable under state law. If such messages are received, appropriate steps should be taken to stop the transmission of the message from continuing (e.g., hang up the phone, log off your computer terminal, etc.). If these messages persist, contact the Office of Information Technology. Threatening or obscene messages should be immediately reported to the MSU Police Department.
4. Any use of telecommunications devices for personal financial gain is prohibited and may be subject to prosecution. This includes, but is not limited to, transmitting or receiving messages offering to buy or sell goods or services or using a device in the development of goods or services intended for resale. This does not include limited use, in accordance with Section 1 above, when the primary intent is not to make a profit (e.g., responding to an advertisement of a used vehicle for sale).
5. Long distance and toll free numbers are provided for use in the daily operation of the University. Personal long distance calls should not be made except in the case of a personal emergency. Any person making a personal long distance call is required to reimburse the University for the cost of the call. University personnel should not use the toll free numbers to receive calls of a personal nature.
6. Personnel desiring to connect a device to or relocate an existing device on the University's network must contact the Office of Information Technology Help Desk at 783-5000 to place a work order. If a device is being relocated (even within the same office) whereby the connection to the University network is changed (i.e., must plug into a different communications wall outlet), personnel

must contact the Office of Information Technology Help Desk at 783-5000 to place a work order. Each employee has the responsibility to further communicate to Support Services the details of University equipment (re)locations.

7. All equipment purchased with the intent of connecting said equipment to the University's network shall be reviewed according to the University Administrative Regulation (UAR) for Technology Acquisitions and Management. Where appropriate, proof of conformance with the UAR for Technology Acquisitions and Management will be required before approval of connection to the network is granted.
8. Any connected device that, through its normal operation or because of malfunction, causes degradation in network performance that affects other users of the network will be subject to disconnection from the network. The suspect device must be replaced or repaired to the satisfaction of the Office of Information Technology before the connection will be re-established.
9. Facilities Management shall notify the Office of Information Technology at least 2 work weeks in advance of any facility renovations. This requirement applies regardless of whether network access or modifications are required at the time renovations are complete.
10. All plans for new construction and major renovations shall conform to the University's Standards for Telecommunications Cabling. The Office of Information Technology shall be notified by Facilities Management of the availability of plans for review no later than the 'Phase B' submittal.
11. All moves, additions, and changes to the network shall be performed in accordance with the UAR related to Technology Acquisitions and Management and the University's Standards for Telecommunications Cabling. All such activities will require the approval of the appropriate supervisor of the requesting department or unit.
12. The University is not responsible for support, loss, or damage to any personal telecommunication equipment that may be utilized by faculty, staff or students to access the campus telecommunication network.
13. The use of personal equipment to access the University telecommunication network must be authorized by the Office of

Information Technology. Individuals may be held responsible for damages of University resources resulting from an unauthorized use of personal equipment.

Approved by: Wayne D. Andrews, President Date: 8/17/2010