NORTHWESTERN
UNIVERSITY

Responsible University Official:
Provost and Senior Vice President for Business and Finance
Responsible Office: Office of the Provost & Office of Human Resources
Origination Date: June 14, 2010

PROHIBITED USE OF ELECTRONIC RESOURCES FOR THREATS, HARASSMENT, AND PORNOGRAPHY

Policy Statement

This policy addresses Northwestern University's ownership of its Electronic Resources, and prohibits the use of University Electronic Resources for threats, harassment, and pornography.

Reason for Policy/Purpose

In order to help ensure compliance with University policy and applicable laws and regulations, this policy provides guidance on the prohibited use of University Electronic Resources for making threats, engaging in harassing behavior, and viewing, downloading, or communicating pornography.

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Who Approved This Policy

Provost and Senior Vice President for Business and Finance

Who Needs to Know This Policy

All individuals accessing and/or using University Electronic Resources.

Website Address for this Policy

http://policies.northwestern.edu/docs/Prohibited_Use_of_Electronic_Resources_for_Threats_Harassment_and_Pornography_060310.pdf

Contacts

If you have any questions about this policy, you may contact:

1. Director, Office of Equal Opportunity and Access - (847) 491-7458 or eeo@northwestern.edu

2. Director, Office of University Sexual Harassment Prevention - (847) 491-3745 or sexual-harassment@northwestern.edu

Definitions

For the purpose of this policy, Electronic Resources are defined as follows:

- Hardware, software and services provided or used in the practice of information technology and communications that is owned or operated by or on behalf of Northwestern University, including but not limited to, computers, networks, routers, firewalls, servers, operating system and application software, data files, printers, mobile devices, online and offline storage media, communications facilities, video and audio equipment and services, telephone equipment and services, Intranet and Internet services and access.

- Computing or communication equipment not owned or operated by Northwestern University when used to perform work for Northwestern University, including but not limited to, mobile communications devices, diagnostic equipment, contracted third party services, and home computers owned by employees when used for University business purposes.
- Personal computing or communications devices not owned or operated by Northwestern University when using and/or accessing University technology services.
- Northwestern University retains ownership of all University data and all rights associated with the possession and use of this data.

For the purpose of this policy, System User is defined as follows:

- Any individual accessing University Electronic Resources, including but not limited to faculty, staff, students, contractors, temporary personnel, vendors and visitors.

Policy/Procedures

1.0 Privacy

Data that is created, transmitted, processed or stored, or otherwise traversing the University network is not private communication; users of University Electronic Resources explicitly agree that they have no expectation of privacy in their use thereof.

As the owner of Electronic Resources, the University reserves its right to examine, log, capture, archive, and otherwise preserve or inspect any data and traffic transferred over University networks or systems and created, processed or stored on University-owned equipment. These rights may extend to equipment not owned by the University that is used for University business purposes or whenever required by law.

If a person is suspected of violations of University policy or other applicable laws and regulations, the University will exercise its rights as the owner of Electronic Resources to maintain the network's integrity and ascertain and promote compliance with applicable University policies or other laws and regulations.

2.0 Threats and Harassment

Use of the University's Electronic Resources by any System User to send threatening or harassing content or messages or to view, download, retransmit, distribute or otherwise communicate content or messages that may violate the University's Policy on Discrimination and Harassment and/or Policy on Sexual Harassment, is prohibited.

Electronic threats are taken as seriously as any other threats.

- Anyone who receives a threatening communication should immediately bring it to the attention of University Police.

- Anyone who receives a sexually harassing communication should immediately contact the University Sexual Harassment Prevention Office.
- Anyone who receives a communication that harasses on the basis of race, national origin, or other protected classification should immediately contact the office of Equal Opportunity and Access.

3.0 Pornography

Use of the University's Electronic Resources by faculty, staff, student employees, contractors, temporary personnel, vendors and visitors to intentionally display, hold, send, view, print, download, retransmit, distribute or otherwise communicate content which the University may deem to be indecent, obscene, sexually explicit, or pornographic is prohibited by University policy absent a legitimate academic, research or medical purpose.

Use of the University's Electronic Resources by **anyone** to display, hold, send, view, print, download, retransmit, distribute or otherwise communicate child pornography is illegal and therefore strictly prohibited. Any occurrence of child pornography material is a violation of federal and state statutes and must be immediately reported to University Police as required by law and University policy:

Contact information
University Police (UP) web site: www.northwestern.edu/up/
Evanston UP Non-emergency phone: 847-491-3456
Chicago UP Non-emergency phone: 312-503-3456
Emergency: 911

4.0 Consequences of Violations of this Policy

4.1 Restriction of Access Privileges

System administrators of Northwestern's Electronic Resources and others as authorized by University Administration have authority to restrict or refuse access to anyone who violates this policy.

4.2 Disciplinary Action

If any System User violates the terms of this Policy, disciplinary action will be taken in accordance with relevant disciplinary procedures contained in the relevant handbooks, policies, procedures, practices, or contracts.

4.3 Referral to Legal Authorities

In addition to the consequences detailed above, the University may contact the appropriate governmental authority when violations of federal, state, or local laws or regulations may have occurred.

Forms / Instructions

N/A

Appendices

N/A

Related Information

N/A

History/Revision Dates

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Next Review Date: