

# **WABnet Acceptable Use Policy**

**Version 4.1 - August 16, 2001**

## **1. Introduction**

**WABnet** is the Wabash College data network, or digital information system. It is a computer network that spans the campus, connecting nearly all college computers. WABnet provides the pathway to campus servers – such as our Novell file servers, Windows NT Web servers, Linux servers for computer science, and our Unix based email server – and is also part of the Internet, a “network of networks” that connects millions of computers around the world. Other WABnet resources include campus computer labs, in-room student connections, and network printers.

In order for WABnet to remain a valuable campus resource, it must remain secure, reliable, and accessible. To help achieve these goals, all WABnet users are required to adhere to the guidelines set forth in this document.

## **2. Appropriate Usage**

All users of WABnet should act in a manner that complies with the Gentleman’s Rule of Wabash College. This includes, but is not limited to: acting in an ethical and responsible manner, adhering to all policies regarding academic honesty, adhering to all federal, state, and local laws, and utilizing system resources unselfishly.

## **3. Authorized Users**

To ensure that WABnet remains a secure network for all of its users, only those people who are authorized by the college or by Computer Services are allowed access. Authorized users of WABnet include:

- 1) Wabash College students;
- 2) Wabash College faculty;
- 3) Wabash College staff;
- 4) Spouses and children of Wabash College students, faculty, and staff; and
- 5) Others authorized by the Dean of the College or by the Director of Computer Services.

Note that being an “authorized user” means you may obtain a WABnet account (see below) and use WABnet within the access limits set on your account. Not all WABnet services are available to all authorized users.

## 4. WABnet Accounts

Each authorized user is given a personal account to access WABnet systems. Different campus users have accounts on different systems, but most users have at a minimum a network account on the Scholar and Caleb servers, and an account on the Unix mail server.

A WABnet account consists of a *username* and a *password*. Your username is generally known (for most, the username is the first seven letters of the person's last name, followed by the first initial). However, **only you** should know your password. You must provide your username and password every time you connect to WABnet.

**The sharing of network accounts is not allowed.** You should never tell others your password, and should take measures to ensure that your password remains secure. A few steps that can be taken to keep others from guessing your password are:

- 1) Don't use a password that has a personal connection to you. Birthdays, telephone numbers, initials, hobbies, and names of spouses or pets are easily obtained.
- 2) Don't use common words for passwords. A password found in a basic dictionary is much more vulnerable than one that is not.
- 3) Change your password regularly. If you suspect someone has obtained your password, change it immediately.
- 4) If you feel you must write down your password, keep it secure. It is probably OK to keep it in your wallet, but don't tape it to the bottom of your keyboard or keep it in your desk drawer.
- 5) If you have an account on a "remote" system (perhaps a friend's Linux or Unix system, or at a secure Web site), choose a password that is different from your WABnet password.
- 6) A good password is one that is easy for you to remember, but difficult for others to guess. One way to make up a good password is to think up a short phrase, such as "I wish summer vacation weren't over yet," and create the password using the first letter of each word (in this case, the password would be "iwsvwoy"). Good passwords can also be created by combining nonsense words and numbers.

Make sure that you log off of the network when you are finished working on a computer, particularly when you are in a public computer lab, but even if the computer is in your dorm or fraternity room. Many "break-ins" occur when someone neglects to log off or shut down a computer, thus leaving the account wide open for the next person who walks up to that system.

Remember: **YOU ARE RESPONSIBLE FOR ALL ACTIVITY ORIGINATING FROM YOUR ACCOUNT.**

## 5. Resource Sharing

WABnet is a shared resource. All campus computers, from student rooms to college computer labs to faculty and administrative offices, are joined by the same network. Similarly, college servers, such as the Scholar and Caleb network servers, are shared by many. Because of the shared nature of WABnet, inappropriate use by one person can adversely affect network access or use by many others on campus.

File storage space is a shared resource. Some storage areas have “disk quotas,” which will limit the amount of space available to each account; other storage areas do not. Unrestricted areas are set up as a convenience to users, as disk quotas can in some instances interfere with legitimate computer use. Unrestricted areas should only be used for their intended academic purpose. For the 2000-01 academic year, students have a 50MB limit on their personal account.

Public computers are a shared resource. In all public computer labs, priority is given to students working on class work. Students playing games, browsing the Internet, or checking email will be asked to give up their computer if students are waiting for a system. Computers in public labs may not be reserved.

Public printers are a shared resource. You should only print one copy of a document to a college printer. If you need more copies, you should use a photocopier. In addition, you should not use college printers for non-academic use, such as printing pictures downloaded from the Internet.

Network bandwidth is a shared resource. All systems generate some network traffic, such as when logging on, printing a document, or loading a web page. WABnet is designed to handle this load with no reduced service. Much like a highway, though, as traffic increases, things slow down. The Internet is particularly susceptible to this problem. To help, download large files, view streaming video and audio, or play network-based multi-user games early in the morning or at night when the network load is lighter. While Wabash does not block use of any Internet services, **to provide equal access to all users we may limit the network or Internet bandwidth that certain applications, protocols, or individual computers can consume.**

Students with in-room WABnet connections can set up Web sites that are accessible by millions worldwide. There is no restriction on students setting up web servers, provided the server does not generate so many hits as to degrade network performance. Student servers causing such problems will be restricted or shut down.

Students can also set up multi-user operating systems, such as Linux, on room computers. While not college systems, these servers depend on WABnet for connectivity, and will be bound to all policies set forth in this document, including Section (3), *Authorized Users*. As such, students may not provide Web sites, user accounts, e-mail accounts, telnet or rlogin access, or similar services to anyone not authorized in section (3) above, even on systems personally owned by the student.

## **6. Small Business**

WABnet exists to promote the academic mission of the college. The use of WABnet or college computers to support commercial endeavors, such as the selling or promotion of goods or services, is strictly prohibited. Examples include using e-mail or the Internet for communication or advertisement, printing business-related documents or flyers on college printers, and using college computers or software for business purposes.

## **7. To Copy or not To Copy**

Authorized users in public computer labs have access to a wide range of commercial software. This software is licensed for college owned machines, and may only be used in the college labs. It is illegal to copy this software onto or otherwise run the software from a personal machine in your room, even if that system is connected to WABnet. The use of WABnet to pirate commercial software is a direct violation of the Gentleman's Rule and Federal Law. All state and federal copyright laws will be followed on WABnet.

Be conscious of copyright on the Internet as well, particularly if you have your own home page. You may not put pictures, images, documents, audio clips, video clips, or software on your pages unless you created them, or you have written permission from the creator.

## **8. Remote Systems**

Through use of the Internet, it is possible to access systems at other universities, government organizations, and companies around the world. Some sites are open to all users, while others require authorized access. Users should remember that these systems have their own sets of rules and guidelines which must be adhered to. A good rule of thumb is that if you think what you are doing might be questionable, it probably is.

## **9. Conclusions**

The guidelines contained in the WABnet Acceptable Use Policy are set forth to ensure that Wabash computing resources remain secure, reliable, and accessible for all users. WABnet offers vast resources and possibilities that can only be fully realized if everyone uses the system responsibly.