

**X-15.23-POLICY ON COMPUTER ETHICS**

- I. **PURPOSE:** To ensure that Bowie State University's computer services are used in a responsible and courteous manner.
- II. **SCOPE AND RESPONSIBILITY:** Each user of the Administrative Computer is responsible for using Bowie State University's computer services ethically and courteously.
- III. **GUIDELINES:**
  - A. Users must only use the computing resources for which they are authorized and only for the purposes specified when their accounts were issued.
  - B. Account users are responsible for all use of their accounts and must keep their passwords confidential to protect themselves, their files and the University's files. If a user shares his/her password with another person, his/her account access is subject to termination. The Departmental Application User Coordinators authorize access for an individual only, such access cannot be delegated to another individual.
  - C. Using offensive words to name files, in the text of mail messages or on screen saver messages is prohibited.
  - D. Users must respect the rights of other users. A user may not deprive another of access to resources or encroach on another's use of computer facilities. Users should consider the impact of their conduct on other users.