

University Harassment Policy

In order to provide an environment on campus conducive to learning and working, the University is prepared to act against any sexual, racial or other forms of harassment. Sexual and racial harassment are forms of discrimination prohibited by federal law. For more information or instructions on how to report incidents of harassment, see APSU Policy 5:003 or contact the Office of Affirmative Action at 7178.

TBR Statement of Grievance

Students should be aware that, should they have concerns or complaints about their program or their financial aid, this institution has a complaint procedure. (See Academic and Non-Academic Grievance Procedure contained herein.) To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure before involving others. Should the institution not be able to resolve the problem or if the student has further concerns, the student may contact the Tennessee Board of Regents at (615) 366-4400.

Complaints of accreditation and state law violations

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville, Tenn. 37217, or by going on line and filling out the form electronically at <http://www.tbr.edu/contact/StudentComplaintForm.aspx>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404-679-4500 (www.sacscoc.org).

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

APSU POLICIES & GUIDELINES

Acceptable Use of Information Technology Resources Policy

Purpose

The purposes of this policy include:

- 1) To articulate the rights and responsibilities of persons using information technology resources owned, leased or administered by Austin Peay State University (APSU);
- 2) To protect the interests of users and APSU; and
- 3) To facilitate the efficient operation of APSU information technology systems.

General Information

The primary purpose of Austin Peay State University's information technology resources is to enhance and support the educational mission of the University. Access to the University's technology resources is a privilege granted to University students, faculty, staff, contractors, and approved guests. These resources include, but are not limited to: computer hardware, software, computer accounts, e-mail accounts and local area networks, as well as connections to other computer networks via the Internet. Users are expected to use these resources in a responsible manner.

Restrictions

- A. All users shall comply with the Tennessee Board of Regents Policy 1-08-00-00, Information Technology Resources, which may be found at the following URL: (<http://www.tbr.edu/policies/default.aspx?id=4862>). Said TBR policy (and any subsequent versions thereof) is hereby fully

incorporated and made a part of this university policy.

B. All users must not use Information Technology Resources for the following:

- 1) Entering, without authorization, into any account to use, read and transfer or change contents in any way;
- 2) Impersonating/misrepresenting another individual's computer account or e-mail user name;
- 3) Using computing resources to interfere with the work of other students, faculty, staff or University officials;
- 4) Using computing facilities to send obscene, abusive, threatening, defamatory or harassing messages;
- 5) Using computing resources for activities not directly related to academic or research endeavors in such a way that it causes disruption in a University lab or classroom;
- 6) Using computing resources to interfere with the normal operation of University computing systems and connected networks including, but not limited to: introducing viruses, flooding the network with messages or unfairly monopolizing resources that result in the exclusion of others;
- 7) Using University computing resources for personal profit or commercial purposes;
- 8) Using University- or state-owned equipment and or resources to access obscene or illegal material via the Internet;
- 9) Using University computer resources to illegally disperse or receive copyrighted or protected software and or software resources.

Consequences

Intentional failure to comply with this policy will result in action that may include suspension of user privileges or other disciplinary action, including suspension or expulsion from the University or termination of University employment. In addition, violations may result in referral for prosecution by local, state or federal authorities.

Privacy Considerations

The University reserves the right to view or scan any file, e-mail or software stored on University- or state-owned systems or transmitted over University networks. All users should be aware that e-mail messages are written records that could be subject to review with just cause and may be subject to Freedom of Information Act requests. When required by law, court order, or subpoena, e-mail or computer files may be disclosed to the appropriate authorities. Computer users will receive notice of such disclosures.

*APSU computer users are encouraged to become familiar with the Austin Peay State University Regulations for the Use of the VAXand/or Alpha Server, which can be accessed at: <http://www.apsu.edu/information-technology/vaxregs>.

Guidelines for Use of APSU Computer Labs

Purpose

This document describes the different types of computer facilities available, defines who may use these facilities, and provides guidelines for acceptable use.

These guidelines are intended to cover information which all facilities hold in common. Each facility may supplement these campus-wide guidelines with individual department or unit procedures or protocols to meet specific administrative or academic needs.

Violations of These Guidelines

Disciplinary actions for violating any provisions of these guidelines shall be governed by the applicable provision of the Code of Student Conduct found in the APSU Student Handbook.