Best Policies and Best Practices

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Resource Material

- Synthesis Law and Policy in Higher Education
  - http://www.cornell.edu/cpl/synfax.htm
- Synfax Weekly Report
  - http://www.collegepubs.com/
- Ten Principles of Civility in Cyberspace
  - http://www.cornell.edu/cpl/ten_principles.htm
- Legal Underpinnings for Creating Campus Computer Policies
  - http://www.educause.edu/ir/library/html/cem9642.html

Policy Resources

- Cornell Computer Policy and Law Program
  - Policy collection
  - Email list
  - http://www.cornell.edu/cpl
- EDUCAUSE
  - Policy Issues Constituent Group
  - http://www.educause.edu/memdir/cg/policy.html
- Association of College and University Policy Administration (ACUPA)
  - Information on how to sign up for email list
  - http://www.umd.edu/acupa

Alan Greenspan - June 10, 1999

- "But scientific proficiency will not be enough. Skill alone may not be sufficient to move the frontier of technology far enough to meet the many challenges that our nation and educational system will confront in the decades ahead. And technological advances alone will not buttress the democratic institutions, supported by a rule of law, which are so essential to our dynamic and vigorous American economy. Each is merely a tool, which, without the enrichment of human wisdom, is of modest value."

Policy Benefits

- Mold the institutional culture
  - Establish expectations and norms
- Do things in advance
  - Planning in non-crisis mode
  - Allows for appropriate participation
  - Time for buy-in
- Lessen the institutional liability
  - Consistency
  - Accountability (who is in charge?)
- Influence the development of the law
  - Role of higher education

What is an Institutional Policy

- It has broad application throughout the institution
- It helps ensure compliance with applicable laws and regulations
  - Promotes operational efficiency
  - Enhances the institution's mission
  - Reduces the institution's risk
- It mandates actions or constraints and contains specific procedures for compliance
- The subject matter requires high level review and approval for issuance and major changes

Policy Essentials

- Have support for the policy from the top
- Identify the policy "owner"
- Explain the purpose of the policy
- Link the policy to other institutional policies
- State what the policy covers
- State who is covered
- Provide specific examples of covered activities
- Provide information on how to report non-compliance
- Specify consequences of non-compliance

Policy Process

- High level management support
  - California Institute of Technology
    - Under the signature of the President
- Policy "owner"
  - Cornell University
    - Responsible Executive Officer, Vice Pres. for IT
- Stakeholder identification
  - Virginia Community College System
    - Student and Patron policy
    - Employee Policy

Policy Process

- Technical controls vs user behavior
- Technical feasibility
- Legal constraints and requirements
- Trade off between functionality and risk
- Education
- Enforcement
- Evolution
- But you don't have to reinvent the wheel
  - Check out sample policy language
  - CPL Policy Collection

Policy Language: General Statements

- The University of Georgia
  - "The University of Georgia is committed to free and open inquiry and discussion, fair allocation of University resources, and the provision of a working environment free of needless disruption."
- Swarthmore College
  - "The integration of information technology into the College's academic life has raised a number of ethical issues and rekindled some old ones. These are of serious concern for both the financial and legal health of the College, but more importantly, for its philosophical well-being."

Privacy

- The Grossmont Union High School District
  - "...the Grossmont District reserves the right to monitor all traffic on the network."

- Carnegie Mellon University
  - "Every member of Carnegie Mellon has two basic rights: privacy and a fair share of resources. It is unethical for any other person to violate these rights…. Network traffic should be considered private."
  - "Accounts opened in the name of a paid employee … are considered to be the property of the university. Employees using university accounts, operated at university expense, do not have rights of personal property regarding computer accounts."

Offensive Material

- ## The Open University (UK)
  - ## "The user must not undertake any actions that bring the name of the University into disrepute."

- ## Florida Atlantic University
  - – "Furthermore, displaying or sending obscene or pornographic materials to those who do not wish to see them is also a violation of the University's sexual harassment policy, http://www.fau.edu/divdept/equalop/sex_harr. htm."

Copyright

- Tennessee Technological University
  - "Users shall utilize software only in accordance with the applicable license agreement. Tennessee Technological University licenses the use of most of its computer software from a variety of outside companies. The University does not own this software or its related documentation and, unless authorized by the license, does not have the right to reproduce it."
- The Grossmont Union High School District
  - "Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit."
  - This is WRONG!!!!

Teaching Right and Wrong

- Before the fact (Teach by example)
  - Well considered institutional policies
  - Consistent with the institutional mission
  - Created with appropriate participation
  - Well publicized through multiple media
  - Educational programs
- After the fact (Good models)
  - MIT STOPIT program
  - University of Maryland - College Park
    - http://www.inform.umd.edu/CampusInfo/Departments/JPO/ethics/
  - Education first

University of Virginia: Responsible Computing

http://www.itc.virginia.edu/pubs/docs/
RespComp/videos/home.html

Cornell University: Travelers of the Electronic Highway

The following url includes a link to the Cornell TEH material, including five video clips. There is one other clip about intellectual property for students. If you are interested in that clip, please contact Judy Hyman, jh21@cornell.edu. If you use these clips, please credit Cornell University.

http://www.cit.cornell.edu/training/materials/facstaff/fsTEH/presentation.html

The Educational Challenge

- "The biggest educational challenge we face revolves around developing character, conscience, citizenship, tolerance, civility, and individual and social responsibility in our students. We dare not ignore this obligation in a society that sometimes gives the impression that virtues such as these are discretionary. These should be a part of the standard equipment of our graduates, not options."
  – National Association of State Universities and Land Grant Colleges ("Returning to Our Roots: The Student Experience." 1997).