

# Engineering Council Computing Resources Policy

## I. Introduction

### A. Purpose

This document outlines proper and improper usage of the computer resources provided to Engineering Council committees and member societies, referred to hereafter as users. The document is not intended as a specific set of rules, but rather as a general description of what is acceptable. The user is responsible for understanding and applying this policy as well as basic rules of computer etiquette. By using Engineering Council computer resources, a user is agreeing that he/she is familiar with and accepts this policy as the document governing usage of Engineering Council electronic resources.

### B. Jurisdiction

This policy outlines issues specific to Engineering Council resources. The policies of the [College of Engineering](#), [University of Illinois](#) and the [Campus Information Technologies and Educational Services \(CITES\)](#) are also applicable. Failure to abide by these policies could result in the loss of access or accounts, removal from the University, or criminal prosecution. Violations of Engineering Council Computing Resources Policy will be dealt with by the Engineering Council Electronic Systems Maintenance Committee, hereafter referred to as ESMC, or turned over to the proper University or law enforcement authority.

### C. Changes

Engineering Council reserves the sole right to change any portion of this document at any time with no prior notice. Changes require the consent of ESMC. Engineering Council and ESMC will do its best to inform users of changes to this document in a timely manner.

## II. Usage of Computer Resources

### A. Data storage

Engineering Council computer systems and data storage media have been purchased for the sole purpose of storing Engineering Council data. At no time should personal data be stored on the disk space of an Engineering Council computer. ESMC reserves the right to enforce limits, or disk quotas, for the space used for any purpose on Engineering Council computers.

## B. Equipment Usage

The primary purpose of Engineering Council computers is to aid users in the preparation and delivery of Engineering Council or engineering student society sponsored activities. Excessive use of Engineering Council resources for any other purpose, personal or otherwise, is prohibited.

## C. Protection of data

Users are responsible for ensuring that their own data reside in a safe, secure storage space, designated for such data. While ESMC will do everything possible to ensure that all data is safe, the final responsibility belongs to the user. Under no circumstances will Engineering Council be held responsible for lost or damaged data. The loss or damage of data should be reported immediately to ESMC to maximize the chance of its recovery.

## D. Inappropriate Activities

Any use of Engineering Council electronic resources directly or indirectly related to commercial ventures or illegal activity is a violation of the policies of the University of Illinois. Such actions will result in the immediate termination of the accounts of all parties involved and a report of the activities to the appropriate authority.

# III. Workstation Policy

## A. Security

A user of Engineering Council workstations must be familiar with basic security techniques. The exposure to outside sources or endangerment of any portion of the computer system or the data stored on it is strictly prohibited. If a user is unsure of certain security issues, that user is expected to consult with ESMC before carrying out plans that could lead to compromised security of the system or its resources. Since Engineering Council offers a wide variety of resources to computer users, many security issues are involved in these resources. When utilizing them, users should exercise caution, and protect data owned by themselves as well as other users.

Insecure connection methods to Engineering Council workstations are not allowed. Instead of telnet, you must use SSH (Secure SHell). Similarly, use sftp (Secure FTP) as a replacement for ftp. Both of these applications are available from the [University of Illinois Software WebCenter](#). After logging in, select "SSH x.x for Windows Workstation" in the "Search by product titles" pull-down menu.

## B. Web site data

Each Engineering Council member society or committee is responsible for the maintenance of its own Web site. Each group should do its best to ensure that the information on the site is accurate and up-to-date. ESMC reserves the right to disable

access to any files that it considers as a security risk or contains insecure data or instructions. In the case of Perl CGI scripts, all must be run in taint mode. This mode watches for security holes in a Perl script and stops execution of the script if one is found. To enable taint mode, change the first line of your Perl script to:

```
#!/usr/bin/perl -T
```

ESMC will contact the author of the files and instruct him or her to fix its problems accordingly. Upon review of the updated files, ESMC will decide whether to allow the file back online. Non-web related data should never be stored in web accessible directories. Such use of web space is considered improper use of disk space as well as a security risk. ESMC reserves the right to relocate any such data to a more secure part of the system with no prior notice or consent of the owner.

Each committee and member society will have 50 MB of disk space available for their Web site. This quota includes both files and databases pertaining to the Web site. If this quota is exceeded, a request for a quota increase can be sent to ESMC.

#### C. Group workspace

Group workspace is provided to allow a society or committee to share files among members of that group, and should be used only for that purpose. For example, no active web pages or CGI scripts should be in group workspace. No files belonging to a single user should be in this area unless they are being shared by all users in the group.

### IV. Windows 2000 Machine Usage

#### A. Accounts on the Windows 2000 machines

Accounts on the Engineering Council Win2k machines shall be assigned only to members of Engineering Council committees who will need the printing, editing, or scanning facilities provided. Accounts on these machines will be strongly tied to corresponding Engineering Council workstation accounts; thus, workstation policy and general policy apply wherever appropriate.

#### B. Usage of the Windows 2000 machines

The Engineering Council Win2k machines shall be used solely for official Engineering Council business. Engineering Council business is limited to events, activities, correspondence, and transactions of the Engineering Council executive board and its committees. Any Engineering Council committee member using the Win2k machines for reasons other than these will be dealt with appropriately by ESMC.

#### C. Printing

Use of the Engineering Council printer shall be limited to members of Engineering Council with accounts on the Windows 2000 machines. Societies will not be granted

usage of Engineering Council printing facilities. The printer should be used for Engineering Council purposes only. ESMC will regularly check printer logs and disable printer access for individuals using it inappropriately.

## V. E-mail and mailing list policy

### A. Personal E-mail

The use of Engineering Council accounts to receive and send personal e-mail is prohibited. Accounts may be used to send and receive e-mail correspondence related only to Engineering Council or member society business.

### B. Mailing lists

The Electronic mailing lists served by the Engineering Council list server are intended to assist with communications and distribution of information for Engineering Council and its member societies, and at no time should be used for any other purposes.

Engineering Council member societies may have as many lists as needed, subject to the approval of the Engineering Council Director of Information. The list owner does not need to have an account on Engineering Council computer systems, nor does he/she have to be directly affiliated with the University of Illinois. List owners are responsible for the proper maintenance and control of their lists. These responsibilities include, but are not limited to, making sure that all addresses subscribed to the list are current and correct, keeping list discussion on topic, assisting list subscribers with technical issues relating to the list, and contacting the Engineering Council mailing list manager when problems arise. If a mailing list is not properly controlled by its owner or exceeds the resources available through the Engineering Council list server, ESMC reserves the right to take control of the list and take any actions deemed necessary without the consent of the list owner.

### C. College-Wide Mass Mailings

Engineering Council is the only organization that possesses the email addresses of all students in the College of Engineering in a readily usable form. In a conscientious effort to prevent the abuse of the college-wide lists, Engineering Council has limited its mass mailings, which comprise announcements about Engineering Council and College of Engineering sponsored events, to three per semester. If students do not wish to continue receiving these messages, per the directions at the end of each email, they are free to unsubscribe themselves.

Engineering Council allows its member societies and other organizations to participate in these mass mailings when appropriate. Announcements from organizations other than Engineering Council, such as Engineering Council member societies, may include materials in mass mailings under the following conditions:

1. A member of the engineering administration must: (a) approve the mass-mail request and (b) be willing to send the message under his or her email address. The approval must be directly stated in a message to the Engineering Council Director of Information. Engineering Council will distribute the message for the society. This service should not be interpreted in any way as a contribution to the development or implementation of the event or program being publicized.
2. Subject to approval by the Director of Information, based on the scope and importance of the announcement, publicity may be included in one of the 3 pre-determined mass mailings. The dates for these mass-mailings will be publicized at the beginning of each semester to allow organizations to plan accordingly. Inclusion of submissions for mass mailing is solely the decision of the Director of Information.

## VI. Accounts

### A. Account eligibility

An Engineering Council committee or an Engineering Council member society in good standing is eligible for accounts on Engineering Council computer systems. A society or committee may have up to five accounts, each assigned to students or staff of UIUC. These accounts will be placed into one group, intended for file sharing among the account-holding members of a society. If more accounts or groups are needed, a written request and justification must be submitted to ESMC for consideration prior to approval. Organizations outside of the University of Illinois that must maintain their own resources on Engineering Council computer systems may also have accounts as needed. Such requests require the approval of ESMC before the assignment of any resources. The work of these outside organizations may be closely monitored by ESMC.

### B. Group structure

Each society or committee with accounts on Engineering Council systems must have a key contact, whom ESMC may contact with problems, questions, or information. This person will act as a technical leader for the other members in his/her group. If a society appoints a new key contact, they must inform ESMC of this change as quickly as possible. Each society will also have a group e-mail address whose members may be selected by the respective society. Members of a society e-mail address are not required to have access to Engineering Council computer resources, nor are they required to be affiliated in any way with UIUC. This e-mail alias may be changed at any time with written notification from the key contact.

### C. Sharing of accounts

Sharing of accounts and passwords is strictly prohibited by UIUC computing policy. Any user found to be sharing his or her password used to connect to Engineering Council computer systems will be dealt with appropriately by ESMC.

#### D. Suspension of accounts

ESMC may suspend an account at any time, without prior notice, if a user has breached system security or is no longer eligible for his/her account for any reason. This decision rests solely with ESMC.

#### E. Termination of accounts

Unless otherwise stated, all accounts are deleted 400 days after their creation. Accounts may be renewed indefinitely, as needed. If an account is no longer needed prior to its expiration date, the key contact over that account should inform ESMC as soon as possible. In an extreme case, ESMC may terminate an account immediately, without prior notice or reason.

### VII. Subdomains

ESMC is solely responsible for the allocation of all subdomains. All subdomain requests must be submitted to the Director of Information. Upon approval by the Director of Information, the Director of Information will submit the subdomain request to the proper administration for creation.

### VIII. Additional services

ESMC offers some additional services to users of computer systems. These services are not publicized but may be granted upon written request from a society's key contact. The use of these services may be revoked at any time, if deemed necessary by ESMC.