NAME: **Bandwidth Policy**
ISSUING DEPARTMENT   Campus Technologies
ISSUED DATE: Fall 2003
REVIEWED DATE: July 2011
APPROVING AUTHORITY:
DATE REVISED: July 2011

DEFINITION:
Subject: Responsible Use of University Shared Bandwidth

- Mansfield University has substantial bandwidth capability on and off campus for its enterprise needs.

- However, in some areas, including Residence Life, we continue to consume all of the capacity that we have been able to provide.

- Performance concerns in some areas of campus have led us to monitor traffic and bandwidth on the campus network.

- Buildings that are exhibiting a very high traffic pattern are further monitored for protocols and traffic-types being transferred at affected times of the day.

- There is a concern for the amount of traffic related to peer to peer networking (P2P), streaming video, audio and server-type applications that are running across our backbone segments during prime academic hours.

- The Cabinet has asked CT to remind all campus constituencies of our purpose; to provide a shared resource that is responsive to the academic needs of the campus and of the Acceptable Use Policy in effect on campus and at the SSHE schools.

- If high bandwidth applications for recreational use of our network are identified, they will be restricted or blocked.

- Use of these applications is a primary cause of slow access to Web pages, a concern often expressed by our faculty, staff and students.

P2P and High-Bandwidth Program Use at Mansfield University

Introduction:
Computer applications used to search and share digital media (music, videos, movies, games) continue to be one of the high bandwidth applications on the Mansfield network. These files can be shared from a central repository or through "peer-to-peer" file sharing across the Internet.

Copyright Issues:
- It is fairly simple to encode audio CD's to MP3 format (or other digital media) and transfer them from PC to PC. Doing this for your own use is considered legal.

- The debate, however, begins when these files are moved from user to user. The pro file sharing side will argue that it is no different than allowing a friend to borrow a CD. The other side makes a strong argument that this action is illegal, citing the United States Copyright Office, which states: "Mere ownership of a book, manuscript, painting, or any other copy or phonorecord does not give the possessor the copyright. The law provides that transfer of ownership of any material object that embodies a protected work does not of itself convey any rights in the copyright." File sharing is illegal in the Federal Law.

- In addition, the debate for the Commonwealth of Pennsylvania is now over. As of 2003, file duplication and sharing is a third degree felony in Pennsylvania.

- Mansfield University does not actively monitor for this type of traffic unless we have a reported incident, such as an RIAA (Recording Industry Association of America) complaint or complaint from neighbors because they are unable to get legitimate work done as bandwidth is being depleted. If we are contacted, we are obligated by law to investigate and act upon the complaint.

- For more information, please see our [Open Letter to the User Community](#).

Bandwidth:

- Bandwidth is the ability to move quantities of data between parts of the University and between the university and the entire Internet community.

- File sharing systems require a large amount of bandwidth to transfer digital media files. This causes congestion in our inbound and outbound network, especially if there are multiple sharers.

- Mansfield has limited traffic for high-bandwidth traffic. Peer to peer recreational use affecting the university's primary instructional mission or impeding office operations is unacceptable.

Acceptable Use of Digital Media on personal computers attached via TechConnect:

It is undeniable that digital media (music, videos, movies, games) and its file sharing is a "Network-intensive" application. Applications are currently rate-limited, but may be blocked during times of peak usage.

- We urge "responsible" computing. Be respectful of other students, and limit your use of these programs to your personal copies when other students may be using the Internet for research or homework.

- Also remember that the copyright law permits copy only for your personal use. Any file sharing of copyrighted materials is illegal.

- Network gaming applications/servers are also network intensive applications and follow these same responsible computing rules.

- Campus Technologies will shut down access to violators that are encountered and report the action to Residence Life for judicial action as necessary.

PURPOSE:
It is the intention of this policy to promote responsible use of the university's bandwidth.

SCOPE:
This procedure applies to all university students, employees and visitors.

FORMS:
N/A.

RESPONSIBILITY:
Campus Technologies

PROCEDURE:
Personal Computers
In regards to "personal use" computers, the Mansfield University Acceptable Use Policy states: "Network-intensive applications: Any person operating a network-intensive application or a defective computer, which causes network overload, will be notified and steps will be taken to protect other users and the university network overall. This will include disconnecting the offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the university network or disrupts the activities of others, then the offending computer system or the subnet to which it is attached may be disabled without notice. This latter course of action may affect other users connected to the network."

Campus Technologies will shut down access to violators that are encountered and report the action to Residence Life for judicial action as necessary.

University Computers
The Governor's Management Directive 205.34, Amended, which provides acceptable standards for Internet use, says, in part, "Users must recognize that all computer resources have capacity limitations and that no actions are to be performed that could compromise the integrity of Commonwealth networks, servers, and all other computer resources." Further, the "transmitting or receiving any proprietary material, such as copyrighted software, publications, audio or video files, as well as trademarks or service marks without the owner's permission is expressly prohibited." Also, …"Misuse of Commonwealth Internet access can result in disciplinary actions ranging from a warning to dismissal from Commonwealth employment depending on the circumstances of the incident. Where warranted, criminal prosecution may be pursued against persons who violate local, state, or federal laws in the course of Internet usage."

- Copyrighted digital media, file sharing and similar products are not to be downloaded or used on computer systems owned by the Commonwealth of Pennsylvania.

- If a member of the Campus Technologies staff discovers peer to peer applications on a university computer, it will be removed, and the appropriate staff, including the area Director, will be notified.

- In the event of repeated discovery of recreational high bandwidth applications on user machines, the appropriate Cabinet officer and Human Resources will be advised. Disciplinary action against the responsible person or persons will be recommended.

Campus Technologies will reserve the right to limit access to high bandwidth applications and other such sites completely, or by time of day, unless it can be demonstrated that the product is necessary for an employee to conduct University business or research to ensure our network resources for the entire academic community.

DISTRIBUTION:
This policy will be distributed through the web and maintained by the staff of Campus Technologies.