



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Information Technology**

**Policy Due for Review:** <Office Use Only>

**Policy Number:** <Office Use Only>

**Number of pages:** 4  
(not including this page)

## Policy on Computer Related Crimes

### HISTORY

	<u>Drafted By</u>	<u>Approved By</u>	<u>Approval Date</u>	<u>Effective Date</u>	<u>Supersedes</u>
Original	Robert Gutierrez Peter Mosinskis Dale Velador	<Office Use Only>	<Office Use Only>	<Office Use Only>	<Policy #>

**Dr. Richard R. Rush – President**

**Approval Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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## Policy on Computer Related Crimes

### Purpose:

The purpose of the Policy on Computer Related Crimes is to bring CSU Channel Islands into compliance with appropriate legislation.

### Background:

Penal Code Section 502 provides that it is a crime **for any person** to knowingly access and without permission alter, damage, delete, destroy, or otherwise use any data, computer, computer system, or computer network in order to defraud, deceive, extort, or wrongfully control or obtain money, property, or data, or to knowingly access and without permission take, copy, or make use of any data from a computer, computer system, or computer network, or to knowingly access and without permission add, alter, damage, delete, or destroy any data, software, or program, or to knowingly and without permission disrupt or cause the disruption of computer services, or to knowingly and without permission provide or assist in providing a means of accessing a computer, computer system, or network or introduce a computer contaminant.

California State Penal Code Section 502 ~~has a direct bearing on existing campus policy concerning appropriate use of computer resources. The legislation statute also~~ provides that ". . . a community college, state university, or academic institution accredited in this state is required to include computer-related crimes as a specific violation of college or university student conduct policies and regulations that may subject any student to **specified** disciplinary sanctions . . ." The Trustees have **implemented incorporated** this portion of the ~~legislation by adding the following~~ statute into Title 5, Section 41301 relating to Student Discipline:

(n) Engaging in any computer offenses listed in California Penal Code Section 502 on a computer system, computer network, or any data, software or programs owned, leased, or operated by a campus of the California State University.

### Accountability:

Vice President for Finance and Administration, Police Chief and Information Security Officer.

### Applicability:

Faculty, staff, administrators, students, visitors and others who access or use CSUCI computer, data and network resources.



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### Definition(s):

Penal Code Section 502 also provides the following definitions of terms:

1. **Access** means to gain entry to, instruct, or communicate with the logical, arithmetical, or memory function resources of a computer, handheld, wireless device, computer system, computer network, or wireless network.
2. **Computer network** means any system, which provides communications between one or more computer systems and input/output devices including, but not limited to, display terminals and printers connected by telecommunication facilities or wireless connections.
3. **Computer program or software** means a set of instructions or statements, and related data, that when executed in actual or modified form, cause a computer, computer system, or computer network to perform specified functions.
4. **Computer services** include, but are not limited to, computer time, data processing, or storage functions, or other uses of a computer, computer system, or computer network.
5. **Computer system** means a device or collection of devices, including support devices, wireless and handhelds, and capable of being used in conjunction with external files, one or more of which contain computer programs, electronic instructions, input data, and output data, that performs functions including, but not limited to, logic, arithmetic, data storage and retrieval, communication and control.
6. **Data** means an electronic representation of information, knowledge, facts, concepts, computer software, computer programs or instructions. Data may be in any form, in storage media, or as stored in the memory of the computer in transit or presented on a display device.
7. **Supporting documentation** includes, but is not limited to, all information, in any form, pertaining to the design, construction, classification, implementation, use, or modification of a computer, computer system, computer network, computer program, or computer software, which information is not generally available to the public and is necessary for the operation of a computer, computer system, computer network, computer program, or computer software.
8. **Injury** means any alteration, deletion, damage, or destruction of a computer system, computer network, computer program, or data caused by the access.



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9. **Victim expenditure** means any expenditure reasonably and necessarily incurred by the owner or lessee to verify that a computer system, computer network, computer program, or data was or was not altered, deleted, damaged, or destroyed by the access.
10. **Computer contaminant** means any set of computer instructions that are designed to modify damage, destroy, record, or transmit information within a computer, computer system, or computer network without the intent or permission of the owner of the information. They include, but are not limited to, a group of computer instructions commonly called viruses or worms, which are self-replicating or self-propagating and are designed to contaminate other computer programs or computer data, consume computer resources, modify, destroy, record, or transmit data, or in some other fashion usurp the normal operation of the computer, computer system, or computer network. Management tools used by authorized personnel to survey, identify, and inventory hardware and software, or to control access are excluded.

#### Policy:

Information technology plays a critical role in determining the ultimate success of the University in the accomplishment of its mission. It touches every academic discipline and administrative service provided by the University.

Therefore, it is illegal and against University **policy** to knowingly access and without permission alter, damage, delete, destroy, or otherwise use any data, computer, computer system, or computer network in order to defraud, deceive, extort, or wrongfully control or obtain money, property, or data, or to knowingly access and without permission take, copy, or make use of any data from a computer, computer system, or computer network, or to knowingly access and without permission add, alter, damage, delete, or destroy any data, software, or program, or to knowingly and without permission disrupt or cause the disruption of computer services, or to knowingly and without permission provide or assist in providing a means of accessing a computer, computer system, or network or introduce a computer contaminant.

Such activities could result in: University disciplinary action, **legal criminal** action, including fines and/or imprisonment, and/or civil action by victims of computer crimes.

Any incident of suspected computer misuse as defined in this policy should be reported to the **CSU Channel Islands Police Department**. Offices which may be involved in the University's response to reported instances of computer misuse, in addition to **the CSU Channel Islands Police Department**, include: Human Resources, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, and Information Security Officer.



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### Appendix:

California Penal Code

The full text of California Penal Code Section 502 can be found at: <http://www.leginfo.ca.gov/calaw.html>