

Standard Operating Procedure

Information Technology Services

Use of Peer-to-Peer Sharing Software



Approved: February 11, 2020

Procedure Statement

This procedure describes requirements related to the appropriate use of peer-to-peer (P2P) file-sharing software.

Reason for Procedure

As an institution of higher education, Tarleton State University (Tarleton) permits use of all software of this type, as long as the software is appropriately licensed, and its use does not violate any university rules or procedures, system policies or regulations, or federal/state laws. Generally, P2P software should be used only for legitimate university business. However, as with other software, brief and occasional personal use of P2P software is allowable. Use of P2P file sharing software may require special attention by individual users in order to prevent the unintended and inappropriate distribution of files.

Procedures and Responsibilities

- 1.1 This standard operating procedure applies to all individually or university owned computing systems attached to the Tarleton network. The intended audience includes all university network users.
- 1.2 Any university network user using P2P file sharing software should be thoroughly familiar with the proper use, options and default settings of the particular P2P program. The user must ensure that the P2P program configuration does not allow automatic/unintended file sharing.
- 1.3 Insecurely configured file sharing programs may be cause for removal of network access from the hosting computer. This includes, but is not limited to, Windows file sharing with no password and other systems with unauthenticated and/or unrestricted uploading and/or downloading capabilities.
- 1.4 For instances in which the department is the owner-custodian or custodian of a system using P2P software, the department is responsible for ensuring compliance with this procedure.
- 1.5 Any violation or inappropriate use of P2P file sharing software shall be reported in accordance with the standard operating procedure Electronic Information Resource Complaints.

Contact Office

Information Technology Services
CIO of Information Technology Services
254.968.9395