

INSTITUTE POLICY

Acceptable Use of Electronic Information Resources

Caltech provides electronic information resources (including, but not limited to, computers, computer accounts and services, networks, software, electronic mail services, electronic information sources, video and voice services, servers, websites, mobile devices, and related services) to assist members of the Caltech community in the pursuit of education and research. This policy, in conjunction with other applicable Caltech policies, sets forth the acceptable use of all electronic information resources owned or managed by Caltech (including those operated by third parties for Caltech, such as accounts issued by third-party cloud services for Caltech) (collectively, **“Caltech IT resources”**) and describes the rights and responsibilities of Caltech and faculty, staff, students, and other members of or visitors to the Caltech community with respect to the use of these resources.

Caltech IT r

- unauthorized use of Caltech's trademarks;
- violations of privacy;
- academic dishonesty;
- sending chain mail, spam, or other junk messages;
- fraudulent activity using Caltech IT resources;
- downloading, viewing, and/or sharing of materials in violation of Caltech's policies regarding [Unlawful Harassment](#) and [Sex- and Gender-Based Misconduct](#);
- unauthorized intrusion into computer systems to alter or destroy data or computer applications (e.g., hacking or cracking);
- unauthorized security testing or scanning of Caltech IT resources or of another entity; or
- sending communications that attempt to hide the identity of the sender or represent the sender as someone else.

Caltech will apply this policy consistent with applicable requirements under the laws and regulations governing Caltech's operations. This policy will not be construed or applied in a manner that improperly interferes with employees' rights under the National Labor Relations Act.

Caltech IT resources are Caltech property or licensed by Caltech for Caltech's use. Users of Caltech IT resources should not have an expectation of privacy with respect to their use of these

prior notification. Any such action will be taken for reasons Caltech, within its discretion, deems to be legitimate. These legitimate reasons may include, but are not limited to, responding to lawful subpoenas or court orders; investigating misconduct (including research misconduct); determining compliance with Caltech policies and the law; and locating electronic messages, data, files, or other records related to these purposes. Users must therefore understand that any electronic messages, data, files, and other records generated by, stored, or maintained on Caltech IT resources may be electronically accessed, reconstructed, or retrieved by Caltech even after they have been deleted.

Caltech personnel who wish to access the content of electronic mail, data, files, or other records generated, stored, or maintained by any user must request authorization as follows: (1) from the provost for any situations that require access to electronic material associated with faculty and other academic personnel; (2) from the vice president for administration and chief financial officer for staff and postdoctoral scholars at campus or the JPL director for human resources for employees and postdoctoral scholars at JPL; (3) from the vice president for student affairs for students; or (4) from the general counsel for the purposes of complying with legal processes and requirements or to preserve user electronic information for possible subsequent access in accordance with thJPLn0 g0-11(ce)-11(



- [Safeguarding Export Controlled Data Policy](#)
- [Email Policies](#)