



**Policy Title: Technology Usage Policy**

**Policy Number: BU-PP-025**

**Date Issued: January 2010**

**Responsible Executive: Vice President of Information Technology**

**Date Last Revised: May 2019**

**Responsible Office: Information Technology Services**

## **Technology Usage Policy**

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### **Policy Statement**

This policy addresses the intended use of technology for the Baylor University (“Baylor” or the “University”) community.

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### **Reason for the Policy**

This policy sets forth the appropriate and inappropriate uses of Baylor technical resources.

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### **Individuals/Entities Affected by this Policy**

#### **Who is affected by this policy**

This policy applies to all active members of the University community, including faculty, staff, students, and affiliates, and to authorized visitors, guests, and others for whom a University technology resource or access to the network has been provided.

#### **Technology affected by this policy**

Baylor University technology systems (including, but not limited to, computers, computer accounts, internet, printers, networks, network devices, software, electronic mail (“email”), webpages, video systems, telephones, mobile devices, telephone long distance and voice mail accounts) are provided for the use of the University community in support of the programs of the University. The use of technology systems is a privilege, not a right, that may be revoked at any time because of misuse.

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### **Exclusions**

NONE

1. Technology Usage Policy

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## **Related Documents and Forms**

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### **University Policies and Documents**

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BU-PP 029 – Handling of Confidential Information  
BU-PP-023 – Standards of Personal Conduct (political communication)  
BU-PP 705 – Faculty Dismissal Policy  
BU-PP 807 – Staff Discipline Policy



- When personal information is stored on University technology systems, such information is subject to University policy and practice, including important limitations in the privacy of such information

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## **Individual Accountability**

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- Fraudulent, harassing, offensive, or obscene messages or materials are not to be sent, printed, requested, displayed, or stored on Baylor-owned, licensed or operated technology systems.
- Information that invades or abuses an individual's privacy or is disparaging of an individual or business must not be published without the express consent of the person or business entity.
- No one may attempt to degrade the performance of a technology system or to deprive authorized personnel of reasonable access to University technology systems.
- The use of loopholes or specific tools to circumvent technology systems or network security, the use



