I. Policy Statement:

Towson University ("University") students, faculty, and staff have responsibilities and obligations regarding access to and use of University information technology (IT) resources. Activities outsourced to off-campus entities should comply with similar security requirements as in-house activities.

Access to and use of IT Resources owned and operated by the University is granted subject to University policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Towson University's IT Resources are the property of the University and usage is subject to monitoring, without notice, of all activities as necessary for system maintenance, information security, as required by law and/or to support research of law violations or institutional policy. The purpose of this policy is to outline the acceptable use of IT Resources at the University.

II. Definitions:

. **"IT Resource "** All University-owned, operated, or managed computers, applications software, systems software, databases, and peripheral equipment; the data communications infrastructure; the voice communications infrastructure; classroom technologies; communication services and devices. Cloud-Based Systems, including University and Third-Party E-mail Systems, voice mail, modems, multimedia equipment, wired networks, and wireless networks. The components may be stand-alone or networked and may be single-user or multi-user systems.

B. **"Electronic Communication"** Any means of transmitting and receiving messages over electronic media including, but not limited to, a smartphone, cell phone, telephone, fax, tablet or computer.

C. **"Third-party E-mail System "** E-mail services provided on behalf of the University through third party service providers (e.g., Google ail, Office 365, or other similar type services).

D. **"University E-mail System"** E-mail services provided by the University through the Office of Technology Services.

E. **"Cyberbullying"** Is a form of harassment directed towards another person(s) or organization directly or indirectly via IT Resources that is so severe, pervasive, or persistent that it interferes with or limits a person's ability to participate in, or benefit from, the services, activities, or opportunities offered by the University. or they

Responsible Office:
Office of Techno

resources. Local computer system administrators, which are sometimes appointed at a department's discretion, must make every effort to remain9a

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The Director of Information Security Officer reserves the right to audit computer and network systems on a periodic basis to ensure compliance with this policy.

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