



Policy ACA-069

**Policy:**

**Acceptable Use of Information Technology Resources**

**A. Responsibilities of User of University Information Technology Resources:**

1. Respect the intellectual property rights of authors, contributors, and publishers in all media;
2. Protect user identification, password, information, and system from unauthorized use;
3. Report lost or stolen devices, including devices that contain private or university information, to Information Technology Services (IT) within 24 hours of discovery of the loss;
4. Adhere to the terms of software licenses and other contracts. Persons loading software on any university computer must adhere to all licensing requirements for the software. Except where allowed by the university site licenses, copying software licensed for university use for personal use is a violation of this policy;
5. Adherence to all other applicable university policies and terms of any collective bargaining agreement;
6. To use the university information technology resources in a manner that complies with State and Federal law.
7. Use extreme caution when opening email attachments and opening hyperlinks received from unknown senders, which may contain malware.

**B. Prohibited Uses of University Information Technology Resources:**

1. Providing false or misleading information to obtain a university computing account, or hiding or disguising one's identity to avoid responsibility for behavior in the use of information technologies;
2. Use of another users account is unauthorized;
- 3.

- a. Incidental and occasional personal use (that is, non-job-related use) of information technology resources by employees is allowed as long as it does not interfere with the user's productivity and performance or that of any other employee and as long as it does not adversely affect the efficient operation of the resources involved.
  - b. Personal use that violates the provisions of this or any other university policy is prohibited.
10. Use of the university information technology resources for personal profit, commercial reasons, non-university fundraising, political campaigns or any illegal purpose;
    - a. The prohibition against using university information technology resources for personal profit does not apply to:
      - i. Scholarly activities, including the writing of textbooks or preparation of other teaching material by faculty members; or
      - ii. Other activities that relate to the faculty member's professional development.
  11. Other activities as approved by the University President
  12. Non-authorized solicitations on behalf of individuals, groups, or organizations are prohibited;
  13. Intentionally or knowingly installing, executing, or providing to another, a program or file, on any of the university's information technology resources that could result in the damage to any file, system, or network. This includes, but is not limited to computer viruses, trojan horses, worms, spyware or other malicious program(s) or file(s);
  14. Confidential information should not be stored on any non-University asset.

**C. Enforcement:**

A university employee, student, or guest who violates this policy risks a range of sanctions imposed by relevant university disciplinary processes, ranging from denial of access to any or all information technology resources up to and including termination (for an employee), dismissal (for a student), or loss of access (for a guest). He or she also risks referral for prosecution under applicable local, state or federal laws.

**EFFECTIVE DATE:**

December, 2009

**ENDORSED BY:**

President, November 5, 2009

University Senate, November 5, 2009

Administrative Council, November 20, 2009

