

**LOCK HAVEN UNIVERSITY OF PENNSYLVANIA**  
**INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

**1. Purpose**

This policy addresses the use of information technology resources (IT resources) at Lock Haven University of Pennsylvania. IT resources are intended to support the

**2. Scope**

This policy applies to all users of IT resources owned or operated by Lock Haven University of Pennsylvania. Users include students, faculty, staff, contractors, and guest users of computer network resources, equipment or connecting resources. **Use of the university's IT resources signifies agreement to comply with this policy.**

**3. Objective**

The objective of this policy is to create a framework to ensure that IT resources are used in an

**4. Policy**

policy.

applicable laws related to the use of IT resources. This policy provides regulations to assure IT resources are allocated effectively.

While the university recognizes the role of privacy in an institution of higher learning, and will endeavor to honor that ideal, there should be no expectation of privacy of information stored on or sent through university-owned IT resources, except as required by law. For example, the university may be required to provide information stored in IT resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under the Right-to-Know statute (65 P.S. §67.101 et seq.). Information stored by the University may also be viewed by technical staff working to resolve technical issues.

**5. Definitions**

Information Technology (IT) resources include, but are not limited to, all university owned or operated hardware, software, computing equipment, systems, networks, programs, personal

3. Report lost or stolen devices, especially devices that contain private or university information to the IT Department 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 university site licenses, the copying of university-licensed software for personal use is a violation of this policy.
5. Comply with federal, state, and local laws, relevant university personal conduct regulations, and the terms and conditions of applicable collective bargaining agreements. Applicable laws include, but are not limited to, those regulating copyright infringement, copyright fair use, libel, slander, and harassment.
6. Become acquainted with laws, licensing, contracts, and university policies and regulations applicable to the appropriate use of IT resources. Users are expected to use good judgment and exercise civility at all times when utilizing IT resources, and respect the large, diverse community utilizing these resources in a shared manner.
7. Understand the appropriate use of assigned IT resources, including the computer, network address or port, software, and hardware.
8. University business conducted by e-

network. This includes, but is not limited to computer viruses, Trojan horses, worms, spyware or other malicious programs or files.

10. Excessive or prohibited personal use by employees.  
Use of the university IT resources for personal profit,

1. All Employees
2. All Students
3. All affiliates with access to IT resources at the University