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- 01.01 This document establishes policies and procedures for the appropriate use of information resources to:
  - a. achieve university-wide compliance with applicable statutes, regulations, and mandates regarding the management of information resources;
  - b. establish prudent and appropriate practices regarding the use of information resources; and
  - c. educate individuals about the responsibilities they assume when using Texas State University's information resources.

02.01 [UPPS No. 01.04.11, Guidelines for Use of Texas State Logos and System Statement Graphic](#)

02.02 [UPPS No. 01.04.27, Intellectual Property: Ownership and Use of Copyrighted Works](#)

02.03 [UPPS No. 04.01.01, Security of Texas State Information Resources](#)

02.04 [UPPS No. 04.01.02, Information Resources Identity and Access Management](#)

02.05 [UPPS No. 04.01.05, Network Use Policy](#)

02.06 [UPPS No. 04.01.06, University Websites](#)

02.07 [UPPS No. 04.01.08, Texas State Domain Name and URL Policy](#)

02.08 [UPPS No. 04.01.10, Information Security Incident Management](#)

02.09 [UPPS No. 04.01.11, Risk Management of Information Resources](#)

02.10 [UPPS No. 04.01.12, Email Account Management](#)

03.01 Terms in this policy have the meaning ascribed by the [Information Security](#).

device (e.g., user password or token).

03.04 Information Resources – as described in [UPPS No. 04.01.01, Security of Texas State Information Resources](#) and the [Information Security Glossary](#), the term information resources has the meaning ascribed in [TAC 202.1](#). In addition to the term’s ascribed definition, information resources may include the following examples:

- a. all physical and logical components, wired or wireless, of the institutional network;
- b. any device that connects to or communicates electronically via the institutional network, including computers, printers, and communication devices, both portable and fixed;
- c. any fixed or portable storage device or media, regardless of ownership, that contains institution data;
- d. all data created, collected, recorded, processed, stored, retrieved, displayed, or transmitted using devices connected to the institutional network.

Information Resources, that address the usage of Texas State information resources. Also applicable are university policies prohibiting harassment, plagiarism, or unethical conduct. Laws that apply to the use of Texas State's information resources include laws pertaining to theft, copyright infringement, insertion of malicious software into computer systems, and other computer-related crimes. This policy applies to all university information resources, whether administered centrally or departmentally, and regardless of where they reside.

- 04.03 Texas State provides information resources for the purpose of accomplishing tasks related to the university's mission. Texas State expects its users, particularly its faculty, staff, and other employees, to use these resources as their first and preferred option for satisfying institutional business, research, or instructional needs. Thus, users, in collaboration with the vice president for Information Technology (VPIT) and chief information security officer, should only seek new information resources after determining that existing, university-provided resources do not adequately satisfy the institution's business, research, or instructional needs.

The university may restrict the use of or access to its information resources to specific research, teaching, or other purposes in keeping with Texas State's mission. Texas State's computer information resources are not a public forum.

- 04.04 Consistent with the provisions of UPPS 04.01.07 - A, Texas State considers email a significant information resource and an appropriate mechanism for official university communication. The university provides official university email addresses and services to its students, faculty, staff, retirees, and org. a



on or off campus, to the detriment of other authorized users.

- d. use of university information resources for personal financial gain or commercial purpose;
- e. failure to protect an account or authenticator from unauthorized use;
- f. falsely representing one's identity through the use of another individual's account, including their



