



user's) guide for helping us achieve this goal by conducting Delaware State University business with integrity, respect, and prudent judgment. Each of us is responsible for upholding the Universities commitment to the highest standards of conduct.

Users are accountable for familiarizing themselves with this policy and using it as a guidepost for your daily decisions and actions when using these services.

Each department is responsible for the activity of its users and for ensuring that its users follow

University. Network users who do not sign the Acceptable Use Policy Acknowledgement

External groups or organizations are not permitted to make announcements, solicitations or otherwise access the University's Communications and Computer Systems, except as permitted by Delaware State University.

### **Protection and Integrity of Data**

Users must maintain the integrity of University Information and data stored on University systems by:

- Only introducing data into our systems that serves a legitimate business purpose.

## **Personal Use**

While University systems are intended for primarily business/instructional purposes, limited (incidental and occasional) personal use may be permissible when authorized by your



Any other materials that would be improper under this policy or other Delaware State University.

**Note: In order to perform their job duties (for example, network monitoring), specific Delaware State University employees may receive management approval exempting them from some of the above restrictions.**

### **Remedial Action**

Network users who do not sign the Acceptable Use Policy Acknowledgement Statement in Appendix 2 will be denied access to the Universities Communications and Computer Systems.

When Delaware State University learns of a possible inappropriate use, Delaware State University will take immediate remedial action. In instances where users do not respond in a timely or reasonably appropriate manner, are "repeat offenders", or if criminal activity is suspected, Delaware State University will work directly with the proper authorities, and follow their guidance in determining appropriate action.

**Any inappropriate use of Delaware State University communications and computer systems may be grounds for discipline up to and including dismissal. Exempt employees**

## APPENDIX 1

§ 705. Notice of monitoring of telephone transmissions, electronic mail and Internet usage.

(a) As used in this section, "employer" includes any individual, corporation, partnership, firm or association with a place of business in Delaware and the State of Delaware or any agency or political subdivision thereof.

(b) No employer, nor any agent or any representative of any employer, shall monitor or otherwise intercept any telephone conversation or transmission, electronic mail or transmission, or Internet access or usage of or by a Delaware employee unless the employer either:

(1) Provides an electronic notice of such monitoring or intercepting policies or activities to the employee at least once during each day the employee accesses the employer-provided e-mail or Internet access services; or

(2) Has first given a 1-time notice to the employee of such monitoring or intercepting activity or policies. The notice required by this paragraph shall be in writing, in an electronic record, or in another electronic form and acknowledged by the employee either in writing or electronically.

The notice required by this subsection shall not apply to activities of any law enforcement officer acting under the order of a court issued pursuant to Chapter 24 of Title 11.

(c) Whoever violates this section shall be subject to a civil penalty of \$100 for each such violation. A civil penalty claim may be filed in any court of competent jurisdiction.

(d) The provisions of this section shall not be deemed to be an exclusive remedy and shall not otherwise limit or bar any person from pursuing any other remedies available under any other law, state or federal statute, or the common law. The violations of this section by an employer shall not be admitted into evidence for the purpose of, or used as, a defense to criminal liability of any person in any Court in this State.

(e) The provisions of this section shall not apply to processes that are designed to manage the type or volume of incoming or outgoing electronic mail or telephone voice mail or Internet usage, that are not targeted to monitor or intercept the electronic mail or telephone voice mail or Internet usage of a particular individual, and that are performed solely for the purpose of computer system maintenance and/or protection.



## **APPENDIX 2**

### **ACKNOWLEDGMENT STATEMENT**

#### **Delaware State University - Acceptable Use Policy**

This is to certify that I have read and agree to abide by the guidelines set forth within the University Acceptable Use Policy that apply to my use. (Some users may use a combination of communications and computing resources) As an authorized user of the Delaware State University communications and computing resources I fully intend to comply with this policy realizing that I am personally responsible for intentional misuse or abuse of the Universities communications and computer systems. I understand that all users must agree to abide by all policies and standards promulgated by DSU as a condition of access and continued use of these resources. If DSU learns of a possible inappropriate use, DSU will immediately notify the department or user responsible, which must take immediate remedial action. In instances where departments or users do not respond in a timely or reasonably appropriate manner, are "repeat