

POLICY FOR ACCEPTABLE USE OF UNIVERSITY COMPUTER AND COMMUNICATION RESOURCES

The purpose of this policy is to maximize the benefits of the University's computer and communication resources and to minimize potential liability.

All systems users are obligated to use computer and communication systems resources responsibly, professionally, ethically, and lawfully.

Systems users are given access to the University computer network to assist in performing their jobs and studies. They should not have an expectation of privacy in anything created, stored, sent, or received on University-owned computer and communication systems. The computer and communication systems belong to the University and are to be used for University purposes. Without prior notice, the University may review any material created, stored, sent or received on its network or through its Internet connections to any other computer network.

Use of computer and communication resources for any of these activities is strictly prohibited:

- a. Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful.
- b. Intentionally disseminating or storing destructive programs such as viruses or self-replicating code.
- c. Obtaining unauthorized system access.
- d. For staff, faculty and student employees, spending excessive amounts of non-work related time in: web browsing or shopping, playing games, engaging in online chat groups, or using resources for other non-work related activities. Supervisors and Deans are responsible for defining "excessive" use.
- e. Using, sharing or copying software in violation of a license agreement or copyright.
- f. Personal commercial purposes or personal financial gain.
- g. Violating any state, federal, or international law.

Supervisors, Directors and Deans are responsible for enforcing this policy. In some cases, the Vice President for LITS may allow specific policy exceptions for pre-approved and controlled academic research.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination or expulsion and civil and criminal liability.