



Origination 09/2021

Last Approved 08/2026

Effective 08/2026

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Information Technology Resources Policy

I. Reason for the Policy

Misericordia University recognizes the importance of information technology resources in supporting its educational, administrative, research, and operational missions. This policy establishes requirements for the appropriate use and protection of university information technology resources.

II. Policy Statement

Users must comply with university policies, procedures, and applicable laws when using university information technology resources. Users shall use university information technology resources in a manner that supports the confidentiality, integrity, and availability of university information and systems.

III. Who Should Read This Policy

This policy applies to all users of university information technology resources, including employees, students, affiliates, contractors, and other authorized users.

IV. The Policy

University information technology resources are provided to support the mission and operations of the university. Users are responsible for the proper use of resources entrusted to them and for protecting university information and technology assets.

1. Authorized Use

University information technology resources shall be used primarily for educational, administrative, research, and operational purposes. Limited incidental personal use is permitted provided such use:

- Does not interfere with university operations;
- Does not consume excessive university resources;
- Does not violate university policies or applicable laws; and
- Does not create unnecessary risk to university information or technology resources.

Access to university information technology resources may be granted to affiliates, contractors, and other authorized users when approved by the Director of Information Technology.

2. User Responsibilities:

Users must:

- Protect university information and technology resources from unauthorized access, disclosure, modification, or destruction.
- Comply with university policies, standards, and procedures related to information security and data protection.
- Use only authorized accounts and approved technology resources.
- Safeguard university-owned equipment and promptly report lost, stolen, damaged, or compromised resources.
- Promptly report suspected security incidents, unauthorized access, technology issues, or other security concerns to Information Technology.
- Participate in required security awareness and other applicable training.

3. Technology and Data Protection

Users shall utilize university information technology resources in a manner that protects institutional data and supports the security of university systems.

Users shall not:

- Share accounts or use accounts assigned to another individual.
- Access information or resources without authorization.
- Circumvent security controls or attempt to gain unauthorized access to systems, applications, or data.
- Deploy unauthorized software, hardware, cloud services, or technology solutions.
- Transmit or store university information using unauthorized methods or services.
- Disrupt, interfere with, or otherwise compromise the availability or security of university information technology resources.

University employees shall not circumvent established procurement, security review, or third-party risk management processes when acquiring, implementing, or utilizing technology resources.

4. Personal Devices

Personally owned devices used for university business shall comply with applicable university policies and security requirements. University-owned devices should be utilized whenever available for activities involving sensitive, confidential, or regulated information.

V. Definitions

Sensitive Data (Sensitive Information) – Institutional information requiring protection due to proprietary, privacy, contractual, regulatory, or business process requirements.

Confidential Data (Confidential Information) – Institutional information protected by law, regulation, contractual obligation, or university policy.

Production System – A system used to support university operations, academic activities, administrative functions, or the storage and processing of institutional information.

VI. Procedures

Approval Signatures

Step Description	Approver	Date
Final Approval	Daniel Myers: President	08/2026
Final Review	Mark Van Etten: Executive Vice President	08/2026
	David Johndrow jr: Director of Information Technology	07/2026
	Mark Reboli: Networking and Telecommunications Manager	07/2026