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Area IT, Networking Group

Acceptable Use of Information Technology Resources Policy

I. Reason for the Policy

This policy establishes requirements for the acceptable use of university information technology resources and information assets.

II. Policy Statement

Users must comply with university policies, procedures, and applicable laws when using university information technology resources. Use of university information technology resources must support the university's educational, administrative, research, and operational missions.

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. The university reserves the right to monitor, restrict, or limit the use of information technology resources as permitted by law and university policy to protect university information, systems, and operations.

1. Acceptable Use

Users must:

- Use university information technology resources in accordance with university policies, procedures, and applicable laws.
- Protect university information and technology resources from unauthorized access, use, disclosure, modification, or destruction.
- Use only authorized accounts, devices, services, and technology resources.
- Promptly report suspected security incidents, unauthorized access, misuse of resources, or other security concerns to Information Technology.
- Respect intellectual property rights and applicable licensing requirements.

2. Unacceptable Use

Users shall not:

- Access, use, or disclose university information without authorization.
- Share credentials or provide unauthorized access to university information technology resources.
- Circumvent security controls or interfere with the operation, security, or availability of university systems.
- Use university information technology resources for illegal activities or activities that violate university policy.
- Deploy unauthorized software, hardware, applications, cloud services, or technology solutions.
- Use university information technology resources in a manner inconsistent with university policies, security requirements, or applicable laws.

3. Limited Personal Use

Limited incidental personal use of university information technology resources is permitted provided such use:

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

The university reserves the right to revoke or limit this privilege at any time.

4. Data Protection

University information shall be accessed, transmitted, stored, and disposed of in accordance with university policies, procedures, and applicable legal, regulatory, and contractual requirements.

Use of personal devices, personal email accounts, and third-party services for university business shall comply with applicable university policies and security requirements.

V. Definitions

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

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