



California University of Pennsylvania

ACCEPTABLE USE POLICY

A. Purpose & Scope:

This policy applies to all users including faculty, staff, students, contractors and guest users of the California University computer network resources, equipment, or connecting resources. Use of the University's Information Technology Resources signifies agreement to comply with this policy.

While the University recognizes the role of privacy in an institution of higher learning and will attempt to honor that ideal, there should be no expectation of privacy of information stored on or sent through University-owned information technology, unless the law establishes a privacy right that is enforceable against the University. There may be instances where the University may be required to provide information stored in its Information Technology Resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under Pennsylvania's Right-to-Know statute (65 P.S. §67.101 et seq.). Information stored by the University may also be viewed by technical staff working to resolve technical issues.

The California University community endeavors to embrace the three core values: Integrity, Civility, and Responsibility. All users of University resources should adhere to these values and act accordingly.

The purpose of this policy is to address the use of University issued/owned Information Technology Resources.

California University provides numerous Information Technology Resources for use by the University's students, faculty, and staff. The term Information Technology Resources includes, but is not limited to, all University computing equipment, storage devices, and any electronic device issued by the University and intended for business purposes, as well as software, systems, and networks. The use of Information Technology Resources includes the electronic communications over and through such devices. These resources are provided to support the University's mission and institutional goals. The use of these systems is a privilege and all users are expected to act responsibly and to follow the University's policies and any applicable local, state and federal laws (e.g., copyright, criminal use of a communication device, harassment, etc.) related to the use of these resources.

B. Definition(s):

N/A

C. Policy/Procedures:

1. Responsibilities of User of University Information Technology Resources:

- a) Respect the intellectual property rights of authors, contributors, and publishers in all media;

- b) Protect user identification, password, information and system from unauthorized use;
- c) Report lost or stolen devices, including devices that contain private or University information to IT immediately upon discovery of the loss;
- d) Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to University contracting requirements and all licensing requirements for the software. Except where allowed by the University site licenses, copying software licensed for University use for personal use is a violation of this policy;
- e) Adherence to all other applicable University policies and/or terms of any collective bargaining agreement;
- f) To use the University Information Technology Resources in a manner that complies with State and Federal law.

2. Prohibited Uses of University Information Technology Resources:

- a) Providing false or misleading information to obtain a University computing account, or hiding or disguising one's identity to avoid responsibility for behavior in the use of information technologies;
- b) Unauthorized use of another user's account, to include account sharing;
- c) Attempting to gain or gaining unauthorized access to University Information Technology Resources, or to the files of another;
- d) Performing any act(s) that impede the normal operation of or interfere with the proper functioning of University Information Technology Resources;
- e) Interfering with the security mechanisms or integrity of the University's Information Technology Resources;
- f) Use of the University Information Technology Resources to transmit material, chain letters, spam, or communications prohibited by state or federal law;
- g) Transmitting or displaying media content in a manner that violates the University's sexual harassment policy;
- h) Copyright infringement, including illegal file sharing of video, audio, software or data;
- i) Excessive use that overburdens the Information Technology Resources to the exclusion of other users;
- j) Personal use by employees that interferes with an employee's ability or availability to perform his or her job responsibilities;
- k) Use of the University Information Technology Resources for personal profit, commercial reasons, non-University fundraising, political campaigns or any illegal purpose;
 - The prohibition against using University Information Technology Resources for personal profit does not apply to:
 - Scholarly activities, including the writing of textbooks or preparation of other teaching material by faculty members; or
 - Other activities that relate to the faculty member's professional development.
 - Other activities as approved by the University President
- l) Non-authorized solicitations on behalf of individuals, groups, or organizations are prohibited;
- m) Intentionally or knowingly installing, executing, or providing to another, a program or file, on any of the University's Information Technology Resources that could result in the damage to any file, system, or network. This includes, but is not limited

to computer viruses, Trojan horses, worms, spyware or other malicious program(s) or file(s).

3. Enforcement:

A University employee or student who violates this policy risks a range of sanctions imposed by relevant University disciplinary processes, ranging from denial of access to any or all Information Technology Resources up to and including termination (for an employee) or dismissal (for a student). He or she also risks referral for prosecution under applicable local, state or federal laws.

Enforcement of this policy may be subject to the terms and conditions of the various collective bargaining agreements that apply to faculty and staff.

D. Effective date: July 1, 2016

Adopted: June 2, 2016 **by:** President's Cabinet

Amended Date: