Title: Acceptable Use Policy for Information Technology

Policy: 6520

Purpose

The purpose of this policy is to define acceptable and permitted use and administration of Virginia State University Information technology (IT) computers, systems, communication facilities, telecommunications equipment including University network and Internet.

Policy Statement

This policy applies to all University employees, students, business partners, and contractors who use or administer Virginia State University computer and/or communication facilities to conduct Commonwealth of Virginia business.

Authority, Responsibility, and Duties

The Virginia Information Technology Agency (VITA) Information Security Standard (ITRM Policy SEC 501-01) requires that the University identifies the steps necessary to define acceptable and permitted use of University Information Technology (IT) systems.

In making acceptable use of University IT systems and resources, IT system users are required to:

- All members of the University community are expected to use the University's electronic resources and IT systems in a professional manner that demonstrates respect for individuals, confidentiality of data, and intellectual property rights. All uses of electronic resources and systems must be for their intended use and such use must comply with applicable local, State, and Federal laws, copyright laws and University policies. Users of the University's electronic resources and systems also accept personal responsibility for any actions that constitute a violation of this policy State policy, or any other policy, regulation, law, or guideline as set forth by local, State, or Federal law.

- Personal use of the University's electronic resources and systems is permitted only when such use is incidental and occasional. Personal use is prohibited when:
  1. It interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
  2. It adversely affects the efficient operation of the computer system; or,
  3. It violates any provision of this policy, State policy, or any other policy, regulation, law, or guideline as set forth by local, State, or Federal law.
In making acceptable use of University IT systems and resources, IT system users are NOT required to:

1. Install or use proprietary encryption hardware/software on University’s IT computers.

2. Tamper with security controls configured on the workstations.

3. Install personal software on the University’s computers including laptops, personal computers, or workstations or make or use illegal copies of copyright materials or software, store such copies on University systems, or transmit them over the University network.

4. Add hardware to, remove hardware from, or modify hardware on the University’s IT computers including laptops, personal computers, or workstations.

5. Connect non-University owned devices to the University IT system or network, such as personal computers, laptops, or hand held devices except in accordance with the COV ITRM of non-Commonwealth Computing Devices to Telework Standard (SEC511-00).

6. Access, download, print or store information with sexually explicit content as prohibited by law (see Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001).

7. Download or transmit fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.

8. Send e-mail using another’s identity, an assumed name, or anonymously.

9. Use another person’s system, user id, password, files, or data without permission.

10. Engage in any activity that might be purposefully harmful to systems, or to any information thereon such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modification to University data.
Privacy Statement

There is no expectation of privacy in any message, file, image, or data created, sent, retrieved, or received by use of the University's electronic resources and systems. All messages transmitted by facsimile, e-mail, or the Internet shall be treated as job-related or academic material to carry out Virginia State University's educational mission. At any time, the Office of Information Technology (OIT) shall reserve the right (with or without cause) to monitor, access, and disclose all data created, sent, received, process, or stored on University computers, laptops, hand held devices, computer equipment, University network, or electronic communications and report any suspicious activity to the appropriate authorities.

Definitions

Information technology infrastructure is defined as telecommunications, cable, and computer networks and includes the Internet, the World Wide Web, bulletin board systems, on-line systems, and telephone networks.

Sexually explicit content means content having as a dominant theme (i) any lascivious description of or (ii) any lascivious picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as nudity is defined in § 18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in § 18.2-390, coprophilia, urophilia, or fetishism. (1996, c. 382; 1999, c. 384).

Electronic Mail Systems or Services are defined as any messaging system that depends on computing facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of asynchronous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes, including services such as electronic bulletin boards, list servers, and news groups.

Personal Use means use that is not job-related or is not in furtherance of the University's mission.

References

Virginia Department of Human Resources Management:
Policy 1.75 – Use of Internet and Electronic Communications Systems
Title: Acceptable Use Policy for Information Technology

Virginia Information Technology Agency (VITA):
Information Technology Security Standard (ITRM Standard SEC501-01)

Virginia State University (VSU):
Policy 6420: Electronic Records and Retention Policy
Policy 6110: IT Resource Security Policy
Policy 6640: Network Monitoring Policy
Policy 6530: Security Awareness Training Policy
Policy 6310: Banner Security Policy
Policy 6630: Data Breach Notification Policy

APPROVED BY: [Signature]
President Date 4/23/08

Revision Date: April 23, 2008