

Acceptable Use of Information Technology Resources

Issued: October 11, 2018

POLICIES

Responsible Official: Vice President of Finance and Administration

Responsible Office: Office of Information Technology

Policy Statement

It is the policy of Austin Peay State University to define the acceptable use of Information Technology resources by all university students, faculty, staff, contractors, and approved guests.

Purpose

The purpose of this policy is: 1) to articulate the rights and responsibilities of persons using information technology resources owned, leased, or administered by Austin Peay State University (APSU); 2) to protect the users and APSU; and 3) to facilitate the efficient operation of APSU information technology systems.

Procedures

General

The primary purpose of APSU's information technology resources is to enhance and support the educational mission of the university. Access to the university's technology resources is a privilege granted to university students, faculty, staff, contractors, and approved guests. These resources include, but are not limited to: computer hardware, software, system accounts, e-mail accounts, the university network as well as connections to other networks via the Internet. Users are expected to use these resources in a responsible manner.

Restrictions

- A. Information technology resources may not be used for the following:
 - a. Entering, without authorization, into any account to use, read, and transfer or change content in any way;
 - b. Impersonating/misrepresenting another individual's system account or e-mail username;
 - c. Using information resources to interfere with the work of other students, faculty, staff, or university officials;

- d. Using information resources to send obscene, abusive, threatening, defamatory, or harassing messages;
- e. Using information resources for activities not directly related to academic or research endeavors in such a way that causes disruption in a university lab or classroom;
- f. Using information resources to interfere with the normal operation of university information systems and connected networks including, but not limited to: introducing viruses, flooding the network with messages, or unfairly monopolizing resources resulting in the exclusion of others;
- g. Using university technology resources for personal profit or commercial purposes;
- h. Accessing university or Tennessee state owned equipment and/or resources to access obscene or illegal material via the Internet;
- i. Accessing university information resources to illegally disperse or receive copyrighted or protected software and or software resources.
- j. Any other activity not directly enhancing or supporting the educational purposes of the university.

B. APSU User Accounts/Passwords

- a. APSU user accounts/passwords must never be shared with anyone, including administrative assistants or supervisors.
- b. Shared or group accounts require a designated employee to be responsible for maintenance of those accounts, and that person will ensure that only appropriate authorized personnel have access to the passwords.

Consequences

Intentional failure to comply with this policy may result in suspension of user privileges or other disciplinary action, including suspension or expulsion from the university or termination of university employment. In addition, violations may result in referral for prosecution by local, state or federal authorities.

Privacy Considerations

The university reserves the right to view or scan any file, e-mail, software, or data stored on university or State owned systems or transmitted over the university network. All users should be aware that e-mail messages are written records that could be subject to review with just cause and may be subject to the Tennessee Public Records Act, Tenn. Code Ann. § 10-7-501, et seq. When required by law, court order, or subpoena, e-mail or computer files may be disclosed to the appropriate authorities.

All APSU employees and students are encouraged to become familiar with the Austin Peay State University Electronic Communication Guidelines, which can be accessed at:
<http://www.apsu.edu/pr-marketing/electronic-communication-guidelines>

Revision Dates

APSU Policy 4:029 – Rev.: October 11, 2018
APSU Policy 4:029 (previously 4:032) – Rev.: February 2, 2017
APSU Policy 4:029 – Rev.: December 3, 2014
APSU Policy 4:029 – Issued: October 24, 2003

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
