


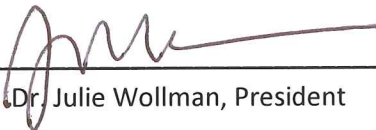
EDINBORO UNIVERSITY OF PENNSYLVANIA

ACCEPTABLE USE OF TECHNOLOGY POLICY

Policy No. C057

Supersedes Policy No. C057 dated September 12, 2003 and February 2, 2015

Recommended for Approval by 
Mr. Guilbert Brown, Vice President Finance and Administration

Approved by  on 1-11-16
Dr. Julie Wollman, President

Review Date: As Required

PURPOSE

The purpose of this policy is to address the use of university issued/owned information technology resources.

Edinboro University provides numerous information technology resources for use by the University's students, faculty, and staff. 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 comply with this policy. Users are expected to act responsibly and follow the University's policies and any applicable laws related to the use of these resources.

SCOPE

This policy applies to all users including faculty, staff, students, contractors and guest users of the Edinboro 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 endeavor to honor that ideal, there is no expectation of privacy of information stored on or sent through University-owned IT resources, except as required by law. For example, 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.). In order to provide system reliability, copies of all files are maintained on backup storage devices so that even the deletion of files by a user will not guarantee their destruction. The need for system maintenance and reliability may require University personnel to have access to user's files.

POLICY

A. Responsibilities of Users of University Information Technology Resources:

1. Respect the intellectual property rights of authors, contributors, and publishers in all media.

2. Protect user identification, password, information, and system from unauthorized use.
3. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to 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.
4. Use the University information technology resources in a manner that complies with state and federal law.

B. Prohibited Uses of University Information Technology Resources:

1. 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.
2. Unauthorized use of another user's account.
3. Attempting to gain or gaining unauthorized access to University information technology resources, or to the files of another.
4. Interfering with the normal operation, proper functioning, security mechanisms or integrity of the University's information technology resources.
5. Use of the University information technology resources to transmit chain letters, spam, threatening or harassing material, and other communications prohibited by state law.
6. Copyright infringement, including illegal file sharing of video, audio, software or data.
7. Excessive use that overburdens the information technology resources to the exclusion of other users. This includes activities which unfairly deprive other users of access to IT resources or which impose a burden on the University. Users must be considerate when utilizing IT resources. The University reserves the right to set limits on a user through quotas, time limits, and/or other mechanisms.
8. 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 or file.

C. 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.

CONTACT INFORMATION:

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