

Technology Systems Usage Policy BU-PP 025

Policy:

Baylor University provides information systems (including computers, computer accounts, computers, printers, networks, dial-in systems, ResNet, software, electronic mail, web home pages, video systems, telephones, and telephone long distance and voice mail accounts) for the use of Baylor students, faculty and staff, as approved, in support of the programs of the University.

Related policies:

BU-PP 029 -- Handling of Confidential Information

BU-PP 705 -- Faculty Dismissal Policy

BU-PP 807 -- Staff Discipline

Student Disciplinary Procedure

Web Site & E-mail Privacy Statement

Additional information:

None

Contact:

Information Technology Services (x2711)

Human Resource Services Office (x2219)

Judicial Affairs (x1715)

Technology Use

Baylor University technology systems (including computers, computer accounts, printers, networks, network devices, dial-in systems, software, electronic mail, Web home pages, video systems, telephones, and telephone long distance and voice mail accounts) are provided for the use of Baylor students, faculty and staff, as approved, in support of the programs of the University. All students, faculty and staff are responsible for seeing that these technology systems are used in an effective, efficient, ethical and lawful manner. The use of technology systems is a privilege, not a right, which may be revoked at any time for misuse.

1. The technology systems are owned by the University and are to be used for University related activities only. All access to central technology systems, including the issuing of accounts, must be approved through the Information Technology Services (ITS). All access to school and departmental information systems must be approved by authorized personnel within the respective departments.
2. Technology systems are to be used only for the purpose for which they are assigned. Incidental personal use of technology systems is permitted, but must not interfere with the University's mission or official or educational use of such technology systems and are not to be used for commercial purposes or non-university related activities.
3. Electronic mail, voice mail, and files on a Baylor owned or Baylor operated technology system are presumed to be private and confidential unless they have explicitly been made available to other authorized individuals or as required by law. Their contents may be accessed only by authorized personnel for compelling business or security reasons. All requests for electronic records should be submitted to the Information Security Officer or the Chief Information Officer. The request must be accompanied by the approval of the President or the appropriate divisional Vice President or their designee.
 - a) for faculty members, the Provost and Executive Vice President;
 - b) for staff members, the Vice President for Finance and Administration;
 - c) for students, the Vice President for Student Life;
 - d) as required by law.
4. Fraudulent, harassing, offensive or obscene messages or materials are not to be sent, printed, requested, displayed, or stored on Baylor-owned or operated technology systems. Baylor technology system resources should not be used in a manner that would embarrass or bring discredit to Baylor in the view of its constituencies. Information which invades an

individual's privacy or is disparaging of an individual or business must not be published without the express consent of the person or business entity.

5. Chain letters are not permitted.
6. All forms of mass mailings, whether related to Baylor University or not, are prohibited without the prior approval of the divisional Vice President.
7. A computer, network resource, computer account, web home page account, electronic mail account or voice mail account assigned to an individual must not be used by others without the consent from the provider of the resource. The individual is responsible for the proper use of the resource, including proper password protection.
8. Technology system accounts that expire, along with the files in the expired accounts, may be deleted. Accounts expire in accordance with the terms of the account. E-mail and voice mail messages that are older than the limit set by the system administrator will be deleted.
9. Software is installed on University technology systems in order to support resource usage accounting, security, network management, hardware and software inventory, computer back-up systems and software updating functions, and to provide better support to personnel. Authorized personnel may access others' files or systems when necessary for the maintenance of technology systems or when acting to protect performance, integrity, and security of technology resources. When possible, advanced notification of access will be given except for cases covered by numbered paragraph 3 above. When performing maintenance, reasonable effort will be made to safeguard the privacy of a user's files. However, if violations of university policy or applicable law are discovered, they will be reported to the appropriate Vice President or their designated representative.
10. No one may attempt to degrade the performance of a technology system or to deprive authorized personnel of reasonable access to University technology system.
11. No unauthorized person may alter a University technology system. The use of loopholes or specific tools to circumvent technology systems or network security; the knowledge of special passwords; or the covert acquisition of passwords to damage technology systems, obtain extra resources, take resources from another user, or gain access or control of any system for which proper authorization has not been granted is expressly prohibited.
12. Software and other materials that are protected by copyright, patent, trade secret, or another form of legal protection ("Protected Materials") may not be copied, altered, transmitted, or stored using Baylor-owned or operated technology systems, except as permitted by law or by the contract, license agreement, or express written consent of the owner of the Protected Materials. The use of software on a local area network or on multiple computers must be in accordance with the software license agreement.
13. Baylor University may send official University correspondence to a student, faculty, or staff member via e-mail using the e-mail address assigned by Baylor. Each Baylor student, faculty, and staff member is personally responsible for checking his or her e-mail on a regular and recurring basis for receipt of official University correspondence.

SANCTION

An individual's technology systems usage privileges may be suspended immediately upon the discovery of a possible violation of this or other University policy. ITS may also disable accounts to protect the integrity of the information technology infrastructure or data stored within. The Information Security Officer or Chief Information Officer may authorize the disabling of an account for up to one business day. Such suspensions will be confidentially reported to the appropriate department, head/ chair, dean, ITS staff and divisional Vice President. An account may be disabled for longer than one business day by following the same approval process outlined in paragraph number three above.

The ITS administrative staff or supervising department chair will judge a violation of this policy as either major or minor. A first minor offense will normally be dealt with by the ITS administrative staff or supervising department head/chair. Appeals relating to minor offenses may be made to the appropriate Vice President or his/her designated representative. Additional offenses will be regarded as major offenses. Major offenses will be dealt with by the appropriate Vice President or his/her designated representative.

Violations of these policies by a faculty or staff member will be dealt with in the same manner as violations of other University policies and may result in a disciplinary review. A violation of this policy by a student may be referred to the Office of Judicial Affairs for discipline. In such a review,

the full range of disciplinary sanctions is available, including the loss of technology systems usage privileges, dismissal from the University and legal action. In some cases, violation of this policy may constitute a criminal offense under State or Federal law.

DISCLAIMER

From time to time this Technology Systems Usage Policy and related policies may be revised. The latest official copy of this policy is available from the Information Technology Services and the Human Resources Services Office. Copies will also be posted on various University servers, such as the Baylor Web Server. Other standards and guidelines (for electronic mail, web pages, newsgroups, copyright, directory information, etc.) can be found on the Baylor web server at <http://www.baylor.edu/ITS/policies>

Updated: January 15, 2007