

# The University of Scranton

## I. Policy Statement

The University of Scranton provides access to information technology (IT) resources for the purpose of furthering

# Acceptable Use Policy for Information Technology Resources

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[www.scranton.edu/academiccopyrightpolicy](http://www.scranton.edu/academiccopyrightpolicy)

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[www.scranton.edu/academics/wml/acad-integ/acad-code-honesty.shtml](http://www.scranton.edu/academics/wml/acad-integ/acad-code-honesty.shtml)

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[www.scranton.edu/information-technology/policies.shtml](http://www.scranton.edu/information-technology/policies.shtml)

## VI. Contacts

For policy clarification and interpretation, contact the Associate Vice President for Information Technology/CIO at 570-941-6185. For legal advice and interpretation of law, please contact the Office of General Counsel at 570-941-6213.

## VII. Definitions

Information Technology (IT) Resources – All hardware, software, and data owned by the University of Scranton.

## VIII. Responsibilities

The University of Scranton IT resources are to be used for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. All use of computing and network resources must be consistent with University policies and codes of conduct, and must not violate international, federal, state, or local laws. The computing and network facilities of the University are limited and must be used wisely and carefully with consideration for the needs of others. All users of the University's computing and network resources are expected to comply with the following:

It is not acceptable to use electronic mail, or any other means of communication, to insult, harass or threaten any other user.

It is a serious violation to pose as another user or hide one's identity on the system.

The University's computing resources, and operating software are the property of the University, and users must not, knowingly or unknowingly, take actions which compromise the integrity of the system or degrade its availability to others.

Users are responsible for the security of their own accounts and passwords and may not share with or transfer to others their University accounts through the use of network IDs, passwords, or other access codes that allow them to gain access to University IT resources.

Any attempt to defeat system security or to gain unauthorized access is forbidden.

Disabling or uninstalling any software put in place to protect the University is not allowed.

All software installed on University-owned resources must be properly licensed.

While the use of personally owned endpoint equipment to access University IT resources is allowed, the user is responsible for the security of that equipment and must take precautions to protect the University's resources. Such precautions include, but are not limited to, using updated anti-virus/anti-malware software and keeping the operating system and application software updated.

Users must not connect or remove any servers or network devices to the University network without permission from Information Technology.

Unless authorized, the use of University IT resources for commercial or non-University related purposes is not allowed.

While University staff makes every effort to ensure the integrity of IT resources, the University is not responsible for the loss of data due to misuse, malfunctioning hardware or software, or external contamination of resources.

While the University of Scranton values the privacy of its user community, University IT resources are not guaranteed to be private. The University reserves the right to inspect and monitor IT resources for the purpose of

