29.01.99.L1 Use of Information Resources and Facilities

Last Updated: Updated April 4, 2012

Supplements: System Policy 29.01 Information Resources
System Policy 33.04 Use of System Resources

1. GENERAL

1.1 Texas A&M International University (TAMIU) recognizes the importance of information technology to the scholarly pursuits, personal and professional development, work-related and service activities of students, faculty, and staff.

1.2 Use of information technology resources of the University is a privilege and requires that individual users respect the integrity of information resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), University Rules, System Policies and Regulations, and contractual agreements.

1.3 The University reserves the right to limit, restrict, or deny privileges and access to its information resources for those who violate University Rules, System Policies and Regulations, and/or relevant local, state, federal, and international laws. Such enforcement will be administered through the Office of Information Technology.

1.4 The following statements address, in general terms, TAMIU's philosophy about computing use. Additional information may be found in Texas A&M University System Policies and Regulations, TAMIU Rules, and the TAMIU Student Handbook.

2. PRIVACY

The privacy policy for the use of University information resources is set forth in Section 2 of System Policy 29.01 Information Resources.

3. CRIMINAL AND ILLEGAL ACTS

Information resources of the University, which include the hardware, software, and network environment, shall not be used for illegal activities. Any such use of these resources will be dealt with by the appropriate University authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of information resources, theft, obscenity, child pornography, and sexual harassment.

4. AUTHORIZED USE

Information resources are provided by the University to accomplish tasks related to the University's mission. Information resources may not be used for commercial activities or illegal activities. Incidental personal use of computing resources by employees is governed by the Texas A&M University System Policy 07.01 Ethics and Policy 33.04 Use of System Resources.
5. INDIVIDUAL RESPONSIBILITY FOR USE OF INFORMATION RESOURCES

It is expected that all members of the University community will use these resources and facilities in accordance with University Rules and System Policies. Failure to fulfill these responsibilities may lead to the revocation of access to such information resources, disciplinary action by the University, and/or referral to legal and law enforcement agencies.

Individuals using the University’s computing resources or facilities are required to:

5.1 Use University information resources and facilities (e.g., server and workstation computers, telephones, networks, hardware, software, and computer accounts) responsibly, respecting the rights of other users and complying with laws, license agreements, and contracts.

5.2 Use communal information resources with respect for others. Disruptive or disproportionate usage of information resource systems and facilities prevent others from using these resources.

5.3 Limit use of University information resources to the intended purpose. Use of University-owned computers (offices and computer labs), phones, and network resources shall be limited to University-related business or incidental personal use as defined in System Policy 33.04 Use of System Resources and System Policy 29.01 Information Resources. Employees may use information resources for personal reasons as long as that use does not result in additional costs or damage to the University and does not impede normal business operations of University offices and facilities. Personal use of University computing resources for consulting or outside employment, or any use that cannot be categorized as incidental, should be guided by System Regulation 33.04.01 Use of System Resources for External Employment.

5.3(1) The University utilizes numerous official social networks and social media sites as communication channels with students, alumni, and the community. Recreational use of personal social networks and social media sites, however, should be avoided during work hours. After work hours, any personal communications you post should never be attributed to the University or appear to be endorsed by or to have originated from the University.

5.3(2) Faculty who utilize social networks or social media sites for classroom instruction must comply with all provisions of FERPA.

5.4 Ensure personal computing or telecommunication devices not owned or purchased by the University are not connected to the campus computing and telecommunications network unless authorized by the Office of Information Technology. Sensitive or confidential data shall not be stored on personal computing or telecommunication devices without encryption or other compensating controls to protect such data.

5.5 Protect passwords and use of accounts. Others are not permitted to use accounts or passwords. Confidential and sensitive information contained on various computing devices should not be shared with others except when that person is authorized to know such information.

5.6 Report improper use of information resources and facilities. Improper use of information resources and facilities as defined in TAMIU Rule 24.99.01.L1 Security of Electronic Information Resources may include:

5.6(1) breach of security - unauthorized access to information resources, release of password or other confidential information on computer security

5.6(2) harmful access - creating an information systems malfunction or interruption of operation, alteration, damage, or destruction of data (e.g., injection of a computer virus)

5.6(3) inappropriate use - unauthorized access to information resources outside their general intended usage

5.7 Comply with requests about information resources usage from the authorized system operators.

5.8 Report any incidents of harassment using University information resources and facilities according to guidelines in University Rules. It may be harassment if:
5.8(1) the behavior is unwelcome;
5.8(2) the behavior interferes with your ability, or the ability of others to work or study; and
5.8(3) the behavior creates an intimidating, hostile, or offensive environment.

5.9 Ensure all communications using University information resources reflect high ethical standards and mutual respect and civility.

OFFICE OF RESPONSIBILITY: Office of Information Technology