

## **33.04.99.L1 Use of Computing Resources and Facilities**

### **1. GENERAL**

- 1.1 Texas A&M International University 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 act in compliance with University Rules. The University provides access to its user community within guidelines established by Texas A&M International University. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), University Rules, System Regulations and contractual agreements.
- 1.3 The University reserves the right to limit, restrict, or deny computing privileges and access to its information resources for those who violate University rules and/or laws. Such enforcement will be administered through the Office of Information Technology.
- 1.4 The following statements address, in general terms, Texas A&M International University's philosophy about computing use. Additional information may be found in The Texas A&M University System Policies and Regulations, Texas A&M International University Rules, and the Texas A&M International University Student Handbook.
- <http://tamus.edu/offices/policy/policies/pdf/33-04.pdf>;
- <http://www.tamtu.edu/adminis/ohr/computingresources.shtml>;
- <http://www.tamtu.edu/pdf/StudentHandbook.pdf> (page 18).

### **2. PRIVACY**

All electronic files on University computing equipment are considered public information except where mitigated by local, state, or federal law. Contents of electronic files will be examined or disclosed only when authorized by an appropriate University official or required by law or TAMUS policy. <http://www.tamtu.edu/newsinfo/pubinfoact.shtml>.

### **3. CRIMINAL AND ILLEGAL ACTS**

Computing 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 computing resources, theft, obscenity, child pornography and sexual harassment.

### **4. AUTHORIZED USE**

Computing resources are provided by the University to accomplish tasks related to the University's mission. Computing 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 Ethics Policy.

4.5 Records and reports associated with salary and wage payments required by federal and state law, regulation, and by accounting systems of The Texas A&M University System Members are incorporated in the Budget/Payroll/Personnel System.

### **5. INDIVIDUAL RESPONSIBILITY FOR USE OF COMPUTING 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.

(<http://tamus.edu/offices/policy/policies/pdf/33-04.pdf>) Failure to fulfill these responsibilities may lead to the cancellation of computer account(s), 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 computing resources and facilities (mainframe computers, computer work stations, computer networks, hardware, software, and computer accounts) responsibly, respecting the rights of other computer users and complying with laws, license agreements, and contracts.

- 5.2 Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate uses of computing facilities prevent others from using these resources.
- 5.3 Limit use of University computing accounts to the intended purpose. Use of University-owned computers (offices and computer labs) shall be limited to University-related business or incidental personal use. As defined in the TAMUS Ethics Policy, employees may use computing resources for personal reasons as long as that use does not result in additional costs or damage to the University and generally does not hinder the day-to-day operation of University offices and facilities. Use of computing resources for commercial purposes or personal gain is prohibited.
- 5.4 Personal computing or telecommunication devices not owned or purchased by the University may not be connected to the campus computing and telecommunications network unless authorized by the Office of Information Technology.
- 5.5 Protect passwords and use of accounts. Others are not permitted to use accounts or passwords. Confidential information contained on various computers should not be shared with others except when that person is authorized to know such information.
- 5.6 Report improper use of computing resources and facilities. Improper use of computing resources and facilities as defined in TAMIU Rule Security of Electronic Information Resources, 24.99.01.L1, may include:
- 5.6.1 breach of security - unauthorized access to computing resources release of password or other confidential information on computer security
  - 5.6.2 harmful access - creating a computer malfunction or interruption of operation alteration, damage, or destruction of data injection of a computer virus
  - 5.6.3 invasion of privacy - accessing files without authorization
  - 5.6.4 inappropriate use - unauthorized access to computing resources outside their general intended usage
- 5.7 Comply with requests about computing from the system operator.
- 5.8 Report any incidents of harassment using University computing 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 Respect the computing resources forum when communicating ideas to others via University computing facilities and resources (includes access to the Internet). All communications should reflect high ethical standards and mutual respect and civility.

**OFFICE OF RESPONSIBILITY:**

Associate Vice President of Information Technology/CIO

2/5/09