Policy Title: Information Technology Resource Use

BOISE STATE UNIVERSITY #8000
Effective Date: November 3, 1997
Rev: June 7, 2004

POLICY

<u>PURPOSE:</u> This policy governs use of Boise State University information technology (IT) resources and applies to University IT resources, both off and on campus, in offices, classrooms, laboratories, hallways, public spaces, residence halls, and University apartments, etc. The purpose of this policy is to maximize the value of University IT resources, permit maximum freedom of use consistent with state and federal law, policies of the State IT Resource Management Council (ITRMC), Idaho State Board of Education, and the University in order to support a productive work environment.

- I.   Policy Statement
  Boise State University IT resources are intended for official University related purposes, including support of the University's instruction, research, and service missions, its administrative functions; and, its student and campus life activities. Use of Boise State University IT resources must comply with state and federal laws, executive orders and policies of the State IT Resource Management Council (ITRMC), the Idaho State Board of Education, and Boise State University.

  - A.   Personal Use Limited
    The primary purpose of University IT resources is to conduct official University business. However: "occasionally employees may use the Internet and electronic mail for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy. Use of the Internet and electronic mail offers employees an opportunity to develop research and communication skills valuable to the effectiveness and efficiency of our state government." (Governor's Executive Order No. 2001-12)

  - B.   Academic Freedom and Associated Responsibilities
    The First Amendment rights of academic freedom and freedom of expression apply to the use of University IT resources – so too, then the responsibilities associated with those rights. The use of University IT resources like the use of other University resources and like any other University related activity is subject to the normal requirements of legal and ethical behavior. Therefore, in addition to this policy, the use of University IT resources is also governed by the University's Ethics in Government/Conflict of Interest policy (Boise State University 7080 (http://policy.boisestate.edu/wp-content/uploads/2011/05/7080_ethicsingovernmentconflictofinterest.pdf)), the University's Non-Discrimination and Anti-Harassment policy (Boise State University 1060 (http://policy.boisestate.edu/wp-content/uploads/2012/04/1060_040311.pdf)), the University's Student Code of Conduct policy (Boise State University 2020

(http://policy.boisestate.edu/wp-content/uploads/2011/05/2020_studentcodeofconduct.pdf)), the policies of the Idaho State Board of Education and State IT Resource Management Council (ITRMC), Executive Orders, and other state and federal laws.

- C. Privacy Not Reasonably Expected
Boise State University, as a public institution of higher education, is subject to the public records laws of the State of Idaho. Information or records stored on University IT resources are subject to public disclosure requests. In addition, the University may have a business necessity or reason to access files and accounts of its employees or students, including the investigation of complaints of misuse. It is therefore unreasonable for any user of Boise State University IT resources to have an expectation of privacy in the use of such resources.

- D. Prohibited Actions
    - 1. Boise State University IT resources shall not be used for:
        - a) commercial or personal profit-making purposes, for conducting political or religious advocacy, or for personal benefit where such use incurs a cost to the University and is not academic or work related.
        - b) accessing or attempting to access another person's directory, files, or mail, whether protected or not, without permission of the owner. Attempts to access unauthorized IT resources via the computer network, to decrypt materials, or to obtain privileges to which the user is not entitled are prohibited.
        - c) visiting, viewing or distributing Internet sites or materials that contain obscene, pornographic, profane or sexually explicit information, pictures, or cartoons; and publishing, displaying, transmitting, retrieving or storing inappropriate or offensive material. Such is expressly prohibited unless identified and pre-approved in writing by the VP Academic Affairs and Provost as part of legitimate research, teaching, or academic pursuits. Contact the Office of the VP Academic Affairs and Provost to request written pre-approval.
        - d) intentionally or negligently interfering with the proper operation of any system or its use by others.
        - e) creating or distributing defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
        - f) downloading, disseminating, storing, using, or printing materials in violation of copyright laws including articles, music, videos, games, and software.
        - g) causing congestion, overload or disruption of networks or systems, including the distribution of chain letters.
        - h) illegal, threatening, or destructive purposes.
        - i) creating or knowingly disseminating unwanted and unsolicited emails or materials (spam).
    - 2. Users of Boise State University IT resources shall not:
        - a) remove, transfer, disable or dispose of computer software licensed to the University in violation of the University's Software License Compliance policy.

- - b) share a computer account or password(s) with other persons. Each user must have an individual account, passwords must be protected, and the user must not leave a machine logged on when not present unless the machine is in a secure area, such as a private office.
  - c) consume unreasonable amounts of resources. The University may impose restrictions or limits on use of such resources.
  - d) falsify e-mail or newsgroup postings.
  - e) try to circumvent login or security procedures.
- II. Scope
  This policy applies to all users of Boise State University IT resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus, off campus, or from remote locations.
- III. Definition
  Information Technology (IT) resources refers to an array of products and services that collect, transform, transmit, present, and otherwise make data into usable, meaningful and accessible information. IT resources include but are not limited to: desktop, laptop, and tablet PC's; handheld devices including but not limited to personal digital assistants, pocket PC's, and cell phones; e-mail, voicemail, servers, central computers, and networks; network access systems including wireless systems; hard drives and databases; computer software; printers and projectors; telephone equipment and switches including local and long-distance services; camcorders, TVs, VCR's, and FAX machines; satellite equipment and any other current or future IT resource adopted by the University.
- IV. Responsibility
  All users of Boise State University IT resources are responsible for compliance with this policy. Users of Boise State University IT resources shall be held responsible for all account activities and for appropriate charges.
- V. Procedures
  - A. Non-Compliance with this Policy
    Report suspected violations of this policy to the appropriate supervisor, department head, Dean, Vice President or to the Human Resources Department. Depending on the seriousness of an offense, violation of this policy can result in penalties ranging from reprimand, to loss of use, to referral to University authorities for disciplinary action, to criminal prosecution. Use of these resources is a privilege, not a right, and abuse may result in the immediate removal of privileges pending final resolution.
  - B. Inquiries
    Students, faculty, staff, visitors, system administrators, supervisors or others who are unsure about how to deal with any aspect of this IT Resource Use policy should contact the Executive Director of Information Technologies (for voice and data technologies) or the Director of Academic Technology (for instructional and video technologies) prior to taking any action.