



Idaho State University

POLICIES AND PROCEDURES

Information Technology Services

Acceptable Use

ISUPP 2400

POLICY INFORMATION

Policy Section: *Information Technology Services*

Policy Title: *Information Technology Services Acceptable Use*

Responsible Executive (RE): *Chief Information Officer*

Sponsoring Organization (SO): *Information Technology Services*

Dates: Effective Date: *March 28, 2016*

Revised: *August 15, 2018 (5-4-18)*

Review Date: *August 2021*

I. INTRODUCTION

It is the objective of Idaho State University (ISU or University) to establish rules for the acceptable use of information and assets associated with information processing.

II. DEFINITIONS

- A. **Information:** An electronic data set that is considered valuable to an organization. Information is classified in the *Information Technology Services Asset Management ISUPP 2430*.
- B. **Information Security Manager:** The ISU employee that is responsible for leading information security activities at ISU.
- C. **IT System:** ISU's data processing hardware, software, data transmission equipment and infrastructure, data storage devices, and the electronic information stored, processed, or transmitted via these components (including electronic mail).

- D. **Workforce or Workforce Member:** Faculty, staff, contractors, and volunteers at ISU. Excludes students, unless they are performing a specific work function similar to faculty or staff.

III. POLICY STATEMENT

ISU will ensure the confidentiality, integrity, and availability of its IT System while supporting academic freedom and general access for the campus community.

IV. AUTHORITY AND RESPONSIBILITIES

All members of the ISU community, including students, faculty, staff, retirees, alumni, volunteers, contractors, and visitors are responsible for protecting Information and the IT System.

The Information Technology Services department is charged with seeing that all procedures are followed and for taking corrective action when Information and/or the IT System is or may be compromised.

V. PROCEDURES TO IMPLEMENT

A. General Use

1. ISU's IT System is to be for used activities in keeping with the University's mission including, but not limited to:
 - a. Instruction (including classroom support);
 - b. Research and creative activities;
 - c. Administration;
 - d. Healthcare;
 - e. Personal use that neither conflicts with state requirements nor impedes the previous four (4) uses.
2. Individuals will utilize the IT System primarily for completion of job or academic responsibilities, with occasional personal use allowed, provided that it does not interfere with normal job or academic activities, involve illegal content, create unnecessary legal risk, interfere with the work of other users of ISU's IT System, or result in unreimbursed costs to ISU.

3. Individuals will not share their username or password nor allow others to use their accounts.
4. Individuals will not exploit vulnerabilities or deficiencies in ISU's IT System to damage systems or information, to obtain access to resources beyond those they have been authorized to obtain, or to take resources away from other individuals.
5. Individuals will not test or attempt to compromise internal controls unless this activity is specifically approved in advance, and in writing, by the Information Security Manager.
6. Individuals will not utilize ISU's IT System to engage in unauthorized commercial actions including, but not limited to, running a business or running advertisements of businesses.
7. Individuals will not request, view, distribute, or store obscene or pornographic material unless the respective Vice President approves in writing and such use is specifically related to an academic discipline or grant/research project. Workforce Members who become aware of potential violations involving obscene or pornographic material must report it to the manager of their administrative or academic unit immediately. Incidents that may involve the administrative or academic manager should be reported to the appropriate Vice President or the Chief Information Officer. Willful failure to report such a potential violation (*see: ISUPP 2490*) may result in sanctions (*see: ISUPP 2460*).
8. Users may not knowingly or willfully create or propagate any virus, worm, Trojan or other destructive program code.
9. All opinions, advice, services, and other information expressed using ISU's IT System resources must be clearly presented as those of the individual and not representing the views or position of ISU unless acting in an official capacity, within the limits of one's authority. Individuals will not utilize ISU's IT System for political lobbying; however, subject to item 2. above, individuals may use the system to communicate with elected representatives and to express their opinion on political issues.

B. Copyrighted Material

1. Individuals will not use ISU's IT System to perform activities that illegally infringe on copyrighted material.
2. Only software legally licensed for use on ISU's IT System may be installed or used. Software will not be installed onto ISU's IT System in such a manner that it's usage exceeds the actual number of purchased licenses, nor violates the vendor's terms and conditions for acceptable use.

C. Acceptable Use Agreement

1. Individuals authorized to use ISU's IT System are expected to abide by ethical and legal standards at all times, be responsible for their own behavior, and comply with ISU's policies and procedures. Fulltime Faculty and Staff will be asked to will acknowledge their agreement to this expectation on an annual basis. Other authorized users will be asked to acknowledge their agreement before being granted access (see attached *Acceptable Use Agreement*).

VI. REFERENCES

Information Technology Services Electronic Messaging ISUPP 2470

VII. ATTACHMENTS

Acceptable Use Agreement



**Idaho State
University**

Acceptable Use Agreement

By being given a username and password granting me access to ISU's data processing hardware; software, data transmission equipment and infrastructure; data storage devices; and the electronic information stored, processed, or transmitted via these components (hereafter referred to as ISU's IT System) I agree to abide by the following guiding principles:

Confidentiality

I agree to maintain confidential access to all ISU IT System resources to which I am given access and to accept full responsibility for any activity performed via my ISU IT System account. All ISU IT System accounts are nontransferable and each individual must obtain separate and unique access. Passwords must be changed from the originally assigned, password and remain private, unknown to all others.

Integrity

I will not use my access to ISU's IT System resources for personal gain, in violation of ISU's security policies, or to otherwise compromise the integrity of ISU's IT System. Legitimate use of an ISU IT System account does not extend to whatever I am capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what I can do and can see. In any event, I am responsible for my actions whether or not rules are built in, and whether or not I can circumvent them. Misuse includes (but is not limited to): unauthorized access to or usage of ISU's IT System; unauthorized use or sharing of account passwords; unauthorized alteration or use of another individual's program(s) or file(s); and knowingly attempting to circumvent established security policies and procedures.

Availability

I will take reasonable care of all ISU IT System resources to which I am granted the resources from unnecessary wear or abuse. access to protect ISU's IT System is comprised of shared resources. I agree to use my access to ISU's IT System in such a manner as to not interfere with the work of other individuals.

Copyrighted Material

I will not download, share and/or distribute copyrighted materials without the permission of the copyright holder. Idaho State University does not own much of the computer software in use on campus. Instead, the University obtains licenses for the use of computer software from a variety of outside sources. Neither faculty nor staff has the right to reproduce it unless authorized.

Policies and Procedures

Terms of acceptable behavior found in the Information Technology Policies also apply. Any violation of acceptable behavior as defined in these policies and procedures may also be considered a violation of this agreement.

I agree to use ISU's IT System solely for University instructional, research, administrative, healthcare, or authorized personal use activities. I further acknowledge that any abuse of this agreement may result in the loss of my computer privileges, suspension and/or dismissal.