# TITLE: EU 1.1 Acceptable Use Policy V1.0

**Owner:** Office of Information Technology
**Approval:** IT Security Council
**Version:** 1.0
**Issue Date:** 01/29/2018
**Effective Date:** 01/29/2018

### Purpose

Ivy Tech Community College of Indiana (ITCC) Information Technology (IT) resources are intended to promote the educational mission of the College.  This entails freedom from intimidation and harassment  and behaviors that respect the rights of others to privacy, do not compromise the security of information technology resources, reflect academic honesty, show restraint in the consumption of shared resources, and comply with all applicable laws, contracts, and licensing agreements.

### Scope

This policy applies to all users including but not limited to students, faculty, staff, affiliates, vendors and contractors of information technology resources managed by ITCC or contracted third party vendors.  Computing resources include all ITCC owned, licensed, or managed hardware and software, and any used by the ITCC network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

### Your Rights and Responsiblities

You are responsible for knowing and understanding the policies of ITCC that apply to appropriate use of the College's technology resources. You are responsible for exercising good judgment in adherence to the statements in this policy regarding the use of the College's technological and information resources. Just because an action is technically possible does not mean that it is appropriate or permitted.

# Policy

### Principles

- You shall use only the computer resources, computer accounts and computer files for which you have authorization to access resources needed to perform your stated role.
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, network resources, software and hardware.
- You may not use computing resources for any purpose which is illegal, unethical, academically dishonest as in plagiarizing or cheating, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability as determined solely by the College.
- You shall not engage in deliberate activity to degrade the performance of information resources; deprive an authorized user access to College resources; obtain extra resources beyond those allocated; or circumvent ITCC computer security measures.
- You shall not attempt to bypass any security control unless you have been specifically authorized to do so by the Office of Information Technology (OIT).
- Your user accounts and passwords may not be shared with or used by anyone other than yourself.  You must make a reasonable effort to protect your passwords and secure computing systems against unauthorized use.  If you suspect that your password has been compromised, you should immediately notifiy the Ivy Tech Helpdesk.
- Installing non-College approved hardware and software on College computing resources is prohibited.
- Any information technology security issues discovered will be reported to the OIT Information Security team for follow-up investigation.
- You shall not store, share, process, analyze or otherwise communicate College information, data or files using unauthorized mediums, applications or infrastructure including but not limited to cloud, Infrastructure as a Service(IaaS), Platform as a Service (PaaS), Software as a Service (SaaS) or peer-to-peer networks.

**Legal and Regulatory Compliance**

As a user of College resources, you are expected to uphold federal, state, local and other laws, regulations, statutes and ordinances. As a user of the College's computing and network resources you shall:

- Not engage in activity through any technology medium that may harass, threaten or abuse others. Not intentionally access, create, store or transmit material that the College may deem to be offensive, indecent or obscene, or that is illegal according to local, state or federal law.
- Abide by all applicable copyright laws and licenses. ITCC may have entered into legal agreements or contracts with providers of software and network resources, which require individuals using them to comply with those agreements.
- Not use, copy or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute or otherwise exploit the copyrighted work.

**Privacy and Personal Rights**

- All users of the College's network and computing resources are expected to respect the privacy and personal rights of others.
- Do not access or copy another user's email, data, programs or other files without the written permission from the College's Human Resources department.
- Normal College operations require that data is backed up, activity is logged, and general usage patterns are monitored.  All data traversing or stored on ITCC or contracted third party vendor managed computing systems is subject to monitoring and data capture for security and legal purposes and is therefore subject to review in regards to policy violations and as a public institution.  The College may be required to release information to outside agencies.  You are cautioned to exercise due diligence and not store information that you consider personal in nature on College resources.  The College does not generally review the information contained during normal operations but reserves the right to perform these reviews without the prior knowledge or approval of the individual.
- The College acknowledges that occasionally employees may use College computing resources assigned to them or to which they are granted access for non-commercial, personal use.  Such occasional noncommercial uses are permitted by employees if they are not excessive; do not incur costs; do not interfere with the efficient operation of the College, its employees, or its computing resources; are not prohibited by the supervisor or faculty; and are not otherwise prohibited by this policy or any other College policy or directive.

**Compliance**

Individuals found to be in violation of this Acceptable Use Policy, may lose their College computing privileges, either temporarily or permanently, and could also face other disciplinary actions as outlined in the Student Handbook, Full-time/Part-time Employee Handbooks, and the Academic Support and Operations Manual.  Illegal activity involving College computing systems by a user may also result in disciplinary and/or legal action leading up to and including termination of employment and/or criminal prosecution, and the user may be held personally liable for any and all damages caused.

**Referenced Documents**
- **Full-time Employee Handbook**
- **Part-time Employee Handbook**
- Student Handbook
- Academic Support and Operations Manual