iv. Temporary or permanent loss of access to MSU's information technology resources may occur with a first violation of this policy. In appropriate circumstances, repeat offenders will permanently lose access.

f. In the event MSU becomes aware of a user's alleged violation of this policy, it may take advantage of the provisions regarding "Protection of Information Technology Resources and Institutional Data" and "Investigation and Review of Policy Infractions" found in Section II above.

g. As provided under Section II, under "Control and Licensing of Software," any user who suspects or has knowledge of copyright violations must immediately report this activity to the University's Chief Information Officer, whose contact information is found above in Section B.2.b.ii. Failure to report such activity will be considered a violation of the Information Technology Acceptable Use Policy.

D. **Periodic Policy Review**

1. This policy related to copyright and the use of MSU's Information Technology Resources will be reviewed periodically in order to assure that it addresses the changing needs and concerns of Murray State University and to remain compliant with law.
2. The Information Technology Advisory Committee will perform the periodic review stated in the preceding paragraph by applying assessment criteria it deems relevant.
    a. It is authorized to revise and/or implement new policies under this Section III upon approval of the President of the University.
    b. The authorization under this Section includes implementing revised or additional procedures related to, or penalties for, alleged violations of this policy. All such additions and/or revisions must be approved by the President of the University.

Section IV: Ethical Practices

A. **Expectations**

1. All users are expected to conduct themselves in a legal, professional, fair, considerate, and ethical manner. Each individual should use equipment safely, responsibly and only for its intended function. Users should keep all equipment clean and in good operating condition.

B. **Protection and Maintenance of Equipment**

1. Protection and maintenance of equipment includes, but are not limited to:
    a. Having only authorized staff perform installations
    b. Plugging all equipment into an Underwriter's Laboratory approved surge protector or uninterruptible power supply
    c. Locating equipment according to manufacturer's specifications. Equipment should be protected from extreme heat or cold, excessive humidity, smoke, dust, overloaded circuits, stressed or worn cords, or any other potentially damaging situation
    d. Keeping food and beverages away from equipment
    e. Scheduling routine maintenance
2. Equipment, software, tools, supplies, etc., are not to be removed from their assigned locations without authorization from the administrator responsible for those items.
3. Repair or replacement of any item damaged when used for purposes other than those related to university functions or when used without authorization will be at the user's

expense. Unpaid debts incurred in this manner will be handled in accordance with the usual Accounting and Financial Services procedures.

C. **Harassing or Abusive Material or Use**
   1. University information technology resources may not be used by any person to harass, intimidate, or abuse another person or group in a manner that violates state or federal laws or regulations, or opinions issued by the Kentucky Attorney General.

D. **Commercial Use**
   1. University information technology resources may not be used for personal or commercial profit. Individuals may not use information technology resources for any commercial purpose without prior written authorization from the Chief Information Officer, or designee.

Section V: Violations

A. **Procedure for Reporting Violations**
   1. Violations should be reported to the faculty/immediate supervisor of the individual, the Chief Information Officer, or the administrator responsible for the system that was breached or misused. The notified party will inform the appropriate university official. Violations may result in one or more of the following actions:
      a. Verbal or written warning with reference to appropriate policy
      b. Suspend access either temporarily or permanently
      c. File a formal Employee Disciplinary Report (EDR), if the individual is an employee
      d. Formally submit student infractions to the Vice President for Student Affairs
      e. Consult with the University Attorney and/or Public Safety, who may file civil or criminal charges.
      f. Refer complaints of harassment or discrimination to the Office of Equal Opportunity
      g. For any individuals outside of the immediate university community, send a written notice of the infraction to the employer, principal, or entity that initiated access for that person

B. **Procedure for Appeal**
   1. Appeals may be filed using existing procedures for staff, faculty, and students. All other appeals will go to the Vice President for Administrative Services for disposition.

Section VI: Administration of Policy

A. **Procedure for Development, Review and Modification of this Policy**
   1. The Policy Review Subcommittee of the Information Technology Advisory Committee will be a body comprised of at least four members of the larger committee in addition to the Chief Information Officer. The Policy Review Subcommittee will meet at the call of the Chief Information Officer.
   2. Proposals for new policies and/or modifications to existing policies will be forwarded to the Chief Information Officer. The proposals and comments will be brought before the ITAC Policy Review Subcommittee by the Chief Information Officer.

B. **Communication of Policy**
   1. Signature on an account application form, acceptance of a user ID, or online registration denotes that the applicant has read and understands the guidelines available and also denotes acceptance of the Information Technology Acceptable Use Policy.

2. The policy is available online at http://campus.murraystate.edu/aup/ and in print form in Waterfield Library.

C. **Other Information Technology Policies**

1. Departments with their own information technology labs will adhere to the same general operating guidelines as established by this policy.

Glossary of Terms

Technical Terms used in the Technology Policy

- **Access Rights** Permission to use an MSU information technology resource according to appropriate limitations, controls, and guidelines.
- **Commercial purpose** A goal or end involving the buying and/or selling of goods or services for the purpose of making a profit.
- **Data** A representation of facts, concepts, or instructions suitable for communication, interpretation, or processing by human or automatic means.
- **Disk Space Allocation** the amount of disk storage space assigned to a particular user by University Information Systems or the appropriate system administrator.
- **Equitable Use** Use of information technology resources in accordance with this policy, within the rules of an individual MSU facility, and so as not to unreasonably interfere with the use of the same resources by others.
- **File** A collection of data treated as a unit.
- **Inappropriate use of authority or special privilege** Use of one's access right(s) or position in a manner that violates the rules of use of those privileges as specified by the Chief Information Officer, or designee, or the appropriate system administrator.
- **Information Technology Resource** Any information technology/network equipment, facility or service made available to users by Murray State University.
- **Password** A string of characters that a user must supply to meet security requirements before gaining access to a particular information technology resource.
- **Prudent and Responsible Use** Use of information technology resources in a manner that promotes the efficient use and security of one's own access right(s), the access rights of other users, and MSU information technology resources.
- **Remote Activity** Any information technology action or behavior that accesses remote site facilities via an MSU information technology resource.
- **Remote Site** Any information technology/network equipment, facility, or service not part of, but connected with, MSU information technology resources via a communications network.
- **System Administrator** Any individual authorized by the Chief Information Officer, the Provost/Vice President, or a designee to administer a particular information technology hardware system and/or its system software.
- **Transmission** The transfer of a signal, message, or other form of information from one location to another.
- **Unauthorized Act** With the exception of information technology actions or behaviors permitted in this policy, any act performed without the explicit permission of the Chief Information Officer, or designee, or the appropriate system administrator.

- **Usage Record** Information or data indicating the level of usage of information technology resources by a particular user.
- **User** Any individual -- whether student, staff, or individual external to MSU -- who uses MSU information technology resources.
- **User ID** A character string that uniquely identifies a particular user of MSU information technology resources.

Information Technology Acceptable Use Policy (downloadable PDF)
Requires Adobe Acrobat Reader