Acceptable Use of Information Technology Resources and Systems 6002

I. DEFINITION

<u>IT Resources and Systems</u>: Information Technology (IT) resources and systems include all computers, workstations, peripherals, networks, communications devices, switches, software programs and systems, as well as all related devices, hardware and software owned by Longwood University, covered under contract by the Commonwealth of Virginia or that are the responsibility of Longwood University through agreements with Longwood departments or employees.

II. POLICY OWNER

The Vice President for Strategic Operations oversees this policy. Information Technology Services (ITS) is responsible for monitoring compliance with the policy and taking any necessary corrective action.

III. PURPOSE

The purpose of this policy is to establish parameters for the use of Longwood IT resources and systems.

IV. POLICY

This policy covers all activities involving these IT resources and systems and applies to all individuals using these IT resources and systems. This policy does not cover activities solely involving personal property, but does cover activities which involve the use of personal property connected to or communicating with Longwood University IT resources and systems.

A. <u>Intent of IT Resources and Systems:</u> IT resources and systems are provided at Longwood and shall be used solely to support the mission of the university and its related academic, administrative and service activities. Activities involving Longwood's IT resources and systems must be in accord with the Longwood University Honor Code (http://www.longwood.edu/studentconduct/honor-code/), the Student Handbook, the Faculty Policies and Procedures Manual and the Administrative Policies and Procedures Manual (/policies--procedures/), as well as relevant local, state, federal and international laws and regulations.

B. <u>Privileged Systems</u>: Use of Longwood IT resources and systems is a privilege granted to individuals by the university and is restricted to the specific authorities granted. Access to the use of discrete IT resources and systems shall be explicitly granted by the owner of the IT resource or system or his or her designee.

C. <u>Acceptable Use</u>: For use to be acceptable, it must demonstrate respect for:

1. the intent of the individual authorities granted the user;
2. the usage privileges of other authorized users;
3. the rights of others to privacy;
4. intellectual property rights (e.g., as reflected in licenses and copyrights);
5. ownership, confidentiality, integrity and availability of systems and data;
6. system mechanisms designed to limit, monitor and/or record use or access (Longwood University IT resources and systems activity is routinely monitored and recorded by technical support staff.);
7. current network topology and configuration; and
8. individuals' rights to be free of intimidation, harassment and unwarranted annoyance.

D. <u>Responsibility to Investigate Possible Misuse</u>:

1. The university reserves the right to monitor, access and disclose all data created, sent, received, processed or stored on any university IT resource or system with or without cause.
2. When there is reasonable suspicion of misuse the university has the responsibility to investigate. Such investigations will only be undertaken by the CIO or his or her designee with the permission of the President or his or her designee.
3. The CIO or his or her designee has the right to temporarily suspend or modify access privileges.

E. <u>Internal Audit Reviews</u>: In the course of its work, Internal Audit has full and complete direct access to all university books and records (manual and electronic) relevant to the subject of review. All documents and information given to Internal Audit during their work will be handled in the same prudent manner that the university expects of the employees normally accountable for them.

V. PROCEDURES

Related policies, standards and guidelines may be maintained internally by Information Technology Services.

VI. ENFORCEMENT

The university regards any violation of this policy as a serious offense. Violators of this policy are subject to appropriate disciplinary action such as prescribed in the Longwood University Honor Code (http://www.longwood.edu/studentconduct/honor-code/), the Student Handbook, the Faculty Policies and Procedures Manual and the Administrative Policies and Procedures Manual (/policies--procedures/), in addition to possible cancellation of IT resources and systems access privileges. Users of IT systems and resources at Longwood are subject to all applicable local, state and federal statutes. This policy does not preclude prosecution of criminal and civil cases under relevant local, state, federal and international laws and regulations.

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