

# Acceptable Use of Information Technology Resources Policy

**Authority:** Information Technology

**Date Enacted or Revised:** Enacted February 2016; Revised July 2016; October 24, 2018; May 15, 2019; June 2022

## Overview

McNeese State University provides access to Information Technology (IT) resources in support of its vision, mission, and goals for education, research and service in Southwest Louisiana. Accordingly, the University encourages and promotes the responsible use of IT resources by the University community, within institutional priorities and financial capabilities. Access to, and use of, these resources are privileges which must be accepted in strict compliance with all applicable laws and with the highest standards of conduct.

## Purpose

The purpose of this policy is to guide all users in the acceptable use of IT resources at McNeese State University.

## Definition

IT resources at McNeese State University include, but are not limited to, the following:

- Computers and mobile devices
- Network infrastructure, both wired and wireless
- Software
- Physical facilities
- Data communications systems and services
- Support personnel

## Scope

This policy applies to anyone utilizing McNeese IT resources, whether affiliated with the University or not. This policy applies regardless of the following:

- Ownership (University or personally owned computer or device)
- Location (on or off campus)
- Method of connectivity (wired or wireless)

**Note:** While McNeese strives to provide access to computer labs and other technology, it is the student's responsibility to ensure access to the technology required for a course. This may include access to a computer (not Chromebooks, iPads, etc.), adequate bandwidth, etc. This requirement is a standard expectation for all courses regardless of initial course level.

## Policy Administration

- The University does not generally monitor or limit access to the campus network. However, it reserves the right to monitor, under certain conditions such as a court order, subpoena, or other legally enforceable discovery request.
- The University may suspend, block, or restrict access to an account when it appears necessary to do so.
- Communications made concerning University business are subject to Louisiana Public Records Law and retention requirements.
- Individual units within the University may define additional conditions for acceptable use of resources under their control through a policy statement, and which may provide additional detail, guidelines, and restrictions.

## Internet Monitoring and Filtering

### Website Monitoring

The Office of Information Technology shall monitor Internet use of all computers and devices used for instructional purposes and connected to the corporate network. For all traffic, the monitoring system will record the source IP address, protocol, and the destination site or server. Where possible, the system should record the User ID of the person using the device. Internet Use records must be preserved for 180 days.

### Internet Use Filtering System

The Office of Information Technology shall block access to Internet websites and protocols that violate state, local, or federal laws, or that substantially disrupt or interfere with the University's educational mission. The following protocols and categories are blocked:

- Advertisements & Pop-Ups
- Gambling
- Hacking
- Illegal Drugs
- Unlawful Peer to Peer File Sharing
- SPAM, Phishing and Fraud
- Spyware

### Internet Use Filtering Rule Changes

The Office of Information Technology shall periodically review and recommend changes to web and protocol filtering rules. The Technology Officer (CITO). CITO will recommend any changes to Senior Staff, which shall review these recommendations and determine if changes are to be made. Changes to web and protocol filtering rules will be recorded in the Internet Use Monitoring System.

Users found to have violated this policy may be subject to the following:

- Suspension of access to IT resources
- Penalties and disciplinary action, including expulsion or dismissal
- Referral of suspected violations of law to appropriate law enforcement agencies for further investigation or action

## **Inquiries or Reporting Violations**

Office of Information Technology

West Annex (IT Building), 106-C

337-475-5524

## **Communication**

This policy is distributed via the Academic Advisory Council, the Administrative Advisory Council, Campus Digital Policies webpage, and through routine communication between departments.