



Your Responsibilities

- ◆ You are responsible for any usage of information resources by your assigned Network ID (NetID), including any files stored under your NetID and activity performed through use of your NetID.
- ◆ You are expected to use university information resources responsibly and respect the needs of other users.
- ◆ You must maintain the confidentiality of your NetID password and must not share that password with anyone.
- ◆ You may not attempt to determine another person's password, through cracking, decryption, interception, or any other means.
- ◆ When communicating with others via university information resources (e.g., e-mail), your communications should reflect high ethical standards, mutual respect, and civility.
- ◆ You may not use information resources in ways that violate other university policies, such as racial, ethnic, religious, sexual or other forms of harassment.
- ◆ You may not utilize Texas State's computing and network resources for personal business or profit-making activities.
- ◆ You must not attempt to gain unauthorized access to information networks or systems.

Information Technology

Appropriate Use of Information Resources

"Rules of the Road" for Using the University's Information Resources



IT Security
512.245.HACK (4225)
JCK 940
itsecurity@txstate.edu

Information Technology Assistance Center (ITAC)
512.245.ITAC (4822)
MCS 261
itac@txstate.edu

- ◆ Respect copyright law:
 - ◇ Do not read, access, execute, or distribute a file owned by or in the custody of another user unless the owner or custodian has granted you permission.
 - ◇ Do not copy or redistribute information without the explicit permission of the owner.
- ◆ Comply with network usage policies:
 - ◇ Do not attempt to intercept network transmissions intended for other network users.
 - ◇ Do not modify any wired or wireless infrastructure or attempt to extend the network beyond the port (e.g., adding hubs, switches or similar devices) in violation of the university's Network Use Policy (see [UPPS No. 04.01.05](#)).



- ◇ Report any abuse or misuse of information resources to your department head, IT Security, or the Information Technology Assistance Center (ITAC).

For additional information, see UPPS 04.01.07, Appropriate Use of Information Resources at
www.txstate.edu/effective/upps/upps-04-01-07.html

This information is available in alternate format upon request from the Office of Disability Services.

General Use of Information Resources

University students, faculty, and staff are encouraged to use the university's information resources as well as the Internet. Access to these resources is provided for a wide variety of purposes, and how each individual uses them may impact the work of others. It is important that you understand your responsibilities and what constitutes proper usage and conduct.

Common sense is an excellent guide in determining what is or is not appropriate. Proper use is always consistent with the instructional, research, public service, and administrative objectives of Texas State University.

Appropriate use demonstrates a respect for:

- ◆ intellectual property rights (e.g., licenses and copyrights)
- ◆ ownership and custodianship of data and information resources
- ◆ system mechanisms designed to limit or restrict access
- ◆ ethical use of state-owned resources
- ◆ the right of individuals to be free from intimidation, harassment, unwarranted annoyance, and intrusions on their privacy

Your use of the university's information resources is governed not only by Texas State policies, but by federal and state laws as well. Violation of these regulations may result in immediate suspension of network access privileges and referral to appropriate Texas State authorities for consideration of other penalties.



Unethical and Inappropriate Use of Information Resources

The following actions constitute inappropriate use of the university's information resources and are strictly prohibited for all users. This list, while not complete, embodies the basis of what constitutes illegal or unethical conduct:

- ◆ **Abuse of information resources:**
 - ◇ willfully performing an act that endangers or damages any computer software, hardware, program, network, data, or system, on campus or elsewhere on the global Internet
 - ◇ deliberately attempting to disrupt the performance of a computer system or network, on or off campus
 - ◇ injecting a computer virus or worm into a computer system or network
 - ◇ sending a message with the intent to disrupt University operations or the operations of outside entities
 - ◇ performing computing tasks that consume an unreasonable amount of communications bandwidth, either on or off campus, to the detriment of other authorized users
 - ◇ producing output that occupies or monopolizes information resources to the detriment of other authorized users
 - ◇ attempting to destroy or alter data or software belonging to other users
 - ◇ attempting to breach or evade network, system, or application security



Unethical and Inappropriate Use of Information Resources (continued)

- ◆ **Use of university information resources for illegal activities or purposes including:**
 - ◇ unauthorized access
 - ◇ intentional corruption or misuse of information resources
 - ◇ theft of goods or services
 - ◇ obscenity
 - ◇ child pornography
- ◆ **False representation:**
 - ◇ using another individual's Texas State NetID or e-mail alias
 - ◇ allowing someone else to use your NetID and password
- ◆ **Illicit use:**
 - ◇ unauthorized duplication, use or distribution of software and other copyrighted digital material
 - ◇ unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of any electronic file, Web page, program, network, hardware, or software owned by the university
- ◆ **Transmitting spam or malware:**
 - ◇ using information resources to knowingly transmit spam mail, chain letters, malicious software (e.g., viruses, worms, or spyware), or personal advertisements, solicitations or promotions
- ◆ **Political use:**
 - ◇ using the university's information resources to affect the result of a local, state, or national election or to achieve any other political purpose