

# The University of Scranton

Division of Information Technology

Executive Sponsor:  
Associate Vice President  
for Information  
Technology/CIO

## Acceptable Use Policy for Information Technology Resources

Responsible Office:  
Information Security

Issued: 1994  
Revised: 12/2020  
Reviewed: 12/2021

### I. Policy Statement

The University of Scranton provides access to information technology (IT) resources for the purpose of furthering the University's mission. The University of Scranton community is encouraged to make innovative and creative use of IT resources primarily for teaching, research, scholarly pursuits, services, and University business activities. Use of the University's IT resources is considered a privilege and should be treated as such.

### II. Reason for Policy

The University expects all members of its community to uphold the highest societal standards of respect for policy, law, the University, the community, and for all other persons. This expectation extends to include our use of IT resources. The purpose of this policy is to define the expectations and requirements associated with the use of the University's IT resources, along with potential consequences for failing to comply with this policy.

### III. Entities Affected By This Policy

All users of University IT resources are governed by this policy, regardless if such use is through a University owned or personally owned computer. This is inclusive of all users of University systems, including, but not limited to, students, faculty, staff, graduate teaching assistants, work study students, and all third parties.

### IV. Website Address for this Policy

[www.scranton.edu/information-technology/policies.shtml](http://www.scranton.edu/information-technology/policies.shtml)

### V. Related Documents, Forms, and Tools

Related documents include but are not limited to:

*Information Classification & Protection Policy*

[www.scranton.edu/information-technology/policies.shtml](http://www.scranton.edu/information-technology/policies.shtml)

*Copyright Compliance and Peer-to-Peer File Sharing Policy*

[www.scranton.edu/information-technology/policies.shtml](http://www.scranton.edu/information-technology/policies.shtml)

*University Privacy and Confidentiality Policy*

<https://www.scranton.edu/Governance/university-policies%20.shtml>

*Student Code of Conduct*

[www.scranton.edu/studentlife/studentaffairs/student-conduct/student-code.shtml](http://www.scranton.edu/studentlife/studentaffairs/student-conduct/student-code.shtml)

*Student Handbook*

<http://catalog.scranton.edu/index.php?catoid=42>

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### Copyright Policy

[www.scranton.edu/academiccopyrightpolicy](http://www.scranton.edu/academiccopyrightpolicy)

### Academic Code of Honesty

[www.scranton.edu/academics/wml/acad-integ/acad-code-honesty.shtml](http://www.scranton.edu/academics/wml/acad-integ/acad-code-honesty.shtml)

### Web Guidelines

[www.scranton.edu/information-technology/policies.shtml](http://www.scranton.edu/information-technology/policies.shtml)

## **VI. Contacts**

For policy clarification and interpretation, contact the Associate Vice President for Information Technology/CIO at 570-941-6185. For legal advice and interpretation of law, please contact the Office of General Counsel at 570-941-6213.

## **VII. Definitions**

Information Technology (IT) Resources – All hardware, software, and data owned by the University of Scranton.

## **VIII. Responsibilities**

The University of Scranton IT resources are to be used for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. All use of computing and network resources must be consistent with University policies and codes of conduct, and must not violate international, federal, state, or local laws. The computing and network facilities of the University are limited and must be used wisely and carefully with consideration for the needs of others. All users of the University's computing and network resources are expected to comply with the following:

- It is not acceptable to use electronic mail, or any other means of communication, to insult, harass or threaten any other user.
- It is a serious violation to pose as another user or hide one's identity on the system.
- The University's computing resources, and operating software are the property of the University, and users must not, knowingly or unknowingly, take actions which compromise the integrity of the system or degrade its availability to others.
- Users are responsible for the security of their own accounts and passwords and may not share with or transfer to others their University accounts through the use of network IDs, passwords, or other access codes that allow them to gain access to University IT resources.
- Any attempt to defeat system security or to gain unauthorized access is forbidden.
- Disabling or uninstalling any software put in place to protect the University is not allowed.
- All software installed on University-owned resources must be properly licensed.
- While the use of personally owned endpoint equipment to access University IT resources is allowed, the user is responsible for the security of that equipment and must take precautions to protect the University's resources. Such precautions include, but are not limited to, using updated anti-virus/anti-malware software and keeping the operating system and application software updated.
- Users must not connect or remove any servers or network devices to the University network without permission from Information Technology.
- Unless authorized, the use of University IT resources for commercial or non-University related purposes is not allowed.

While University staff makes every effort to ensure the integrity of IT resources, the University is not responsible for the loss of data due to misuse, malfunctioning hardware or software, or external contamination of resources.

While the University of Scranton values the privacy of its user community, University IT resources are not guaranteed to be private. The University reserves the right to inspect and monitor IT resources for the purpose of

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diagnosing and correcting technical issues, when required by law, or when it is suspected that IT resources are not being used in accordance with this policy.

The Associate Vice President for Information Technology/CIO reserves the right for final interpretations of the applicability of this policy and decisions regarding sanctions would be made in consultation with existing governing policies and procedures.

### **IX. Procedures**

Violations of this policy should be reported to the Associate Vice President for Information Technology/CIO who will coordinate with the appropriate divisional Vice-President or designee. Immediate action, including suspending access to University computing and network resources, may be warranted pending further investigation if there is an imminent threat to University systems and data. Violations of any part of this policy, in addition to any immediate action above, will subject violators to the regular disciplinary processes and procedures of the University that apply to students, faculty, staff, graduate teaching assistants, work study students, and all third parties. Depending on the individual and circumstances involved this could include the offices of Human Resources, the Provost, Student Conduct, the General Counsel, and/or appropriate law enforcement agencies.