

# Auburn University at Montgomery

## Policies and Procedures

**Title:** Information Technology Appropriate Use Policy

**Responsible Office:** Information Technology Services

### **I. PURPOSE**

To ensure the appropriate and lawful use of information technology resources at Auburn Montgomery

### **II. POLICY**

Auburn University at Montgomery has a significant investment in information technology resources and as owner of these resources has a responsibility to ensure the appropriate and lawful use of these resources. The following policy is designed for this purpose.

### **III. EFFECTIVE DATE**

June 2001

### **REVISED DATE**

May 2010

### **IV. APPLICABILITY**

All AUM students, faculty and staff who use information technology (IT) resources, computers, telecommunications equipment, and telecommunications and computing networks are responsible for using IT resources in the appropriate manner, in compliance with any federal, state, or local statutes.

### **V. RESPONSIBILITY**

The office of Information Technology Services implements and administers the policy/procedure in detail.

### **VI. DEFINITIONS**

## VII. PROCEDURES

1. Auburn Montgomery students, faculty, and staff use information technology (IT) resources, computers, telecommunications equipment, and telecommunications and computing networks for the expressed purpose of supporting the University's mission of instruction, research, outreach, and the administrative functions of the University.
2. This policy prohibits the unlawful downloading, uploading and/or distribution of copyrighted music, movies, images, and software on the network.
3. Auburn Montgomery reserves the right to monitor and regulate individual resource usage to promote optimum system-wide performance and/or optimum performance for critical or priority functions.
4. It is the responsibility of each individual to use University IT resources in an appropriate manner and to comply with any federal, state, or local statutes as might apply to IT resources. Violations of policy or law or attempts to circumvent or subvert system or network security measures may result in loss of User Account, University sanctions and other civil and criminal penalties.
5. Auburn Montgomery has an obligation to protect all University assets including hardware and software. It is each individual's responsibility to update university-supported operating systems (for currently approved software see ITS website) with the latest available updates provided by the manufacturer and to insure the University's approved virus protection is installed. Individuals who choose not to install needed updates will experience limited network access. Full network access will be restored once appropriate actions have been taken.
6. Users should note that there should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public access, and such files are subject to unannounced deletion.
7. All holders of user accounts are advised that they should review appropriate University and departmental computing and/or network use policy and be aware that there are state and federal laws in addition to these departmental policies.
8. While use of university computing resources for personal benefit is strictly forbidden, should you have materials for which you have any reasonable expectation of privacy or which you consider to be confidential for any reason, you should retain those materials on a disk or other storage device which can be secured as you would any other personal items or materials which you consider private in nature.

VIII. EXCLUSIONS

IX. INTERPRETATION

The Chief Information Officer will interpret the policy if needed.

APPROVAL TO PROCEED: \_\_\_\_\_

DATE: \_\_\_\_\_