

UNIVERSITY OF THE CUMBERLANDS
POLICY REGARDING THE RESPONSIBLE USE OF INFORMATION TECHNOLOGY

All members of the University of the Cumberland's community who use the University's computing, information or communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of University-owned or University-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of the University of the Cumberland that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Information technology provides important means of communication, both public and private. Users and system administrators will respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer), and images (graphics and video).

Access to the University's information technology facilities, from both remote and campus sites, is a privilege granted to University's students, faculty, and staff. Access to University information resources may be granted, limited, or withdrawn by the University at any time. A **partial** list of possible factors for termination include: observance of relevant guidelines, laws, and contractual obligations, the requester's need to know, the information's sensitivity, system load, availability of training, risk of damage to or loss by the University, and the person's previous history of use. The University reserves the right to monitor, extend, limit, restrict, or deny privileges and access to its information resources for any reason at any time.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the University.

Users must guard against abuses that disrupt or threaten the viability of any system, including those at the University and those on networks to which the University's systems are connected or accessible. Abuses include the use of equipment such as wireless access points, wireless routers, cable routers, etc.

Access to information resources without proper authorization from data owners, unauthorized use of University facilities, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as a Christian institution. Consequently, the system is monitored to evaluate system usage. Individuals using University systems without authority, or in excess of their authority, are subject to having all of their activities on the systems monitored and recorded by system personnel in conjunction with appropriate University personnel, or local, state, and/or federal authorities.

University of the Cumberland is not responsible for user data lost or erased from University equipment. All data stored on a University system is the property of the University.

System drives will be cleaned periodically, and any data files erased at the discretion of the Computer Center Director/Network Administration. It is the responsibility of the user to make disk copies or download any data files stored on University systems, including email messages and addresses stored in the user's University Web mail account.

University of the Cumberland treats access and use violations of computing facilities, equipment, software, information resources, networks, or privileges seriously. The University will pursue criminal and civil prosecution of violators when appropriate. Alleged violations will be reported to the Director of Information Technology or any University officer.

I have read and understand this agreement and will abide by its terms.

Printed Name

Signature

ID Number

Date