

University of Scranton Information Technology Policy

Division of Planning & Information
Resources

Executive Sponsor:
AVP Information Resources
Responsible Office:
Information Security
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Incidental Use Policy

I. Policy Statement

Use of University information technology resources is restricted to purposes related to the University's mission or business activities. Eligible individuals are provided access in order to support their studies, instruction, duties as employees, official business with the University, and other University-sanctioned activities. Individuals may not share with or transfer to others their University accounts including network IDs, passwords, or other access codes that allow them to gain access to University information technology resources.

Incidental personal use is an accepted and appropriate benefit of being associated with the University's rich technology environment. Appropriate incidental personal use of technology resources must not:

- a.) Result in any measurable cost to the University
- b.) Violate University policy
- c.) Expose the University to unnecessary risk
- d.) Create the appearance of impropriety or unethicity
- e.) Be of unreasonable time, duration, or frequency
- f.) Involve violations of the law
- g.) Interfere with the fulfillment of an employee's University responsibilities
- h.) Be related to private commercial activities that are not approved by the University
- i.) Be related to political campaigning and similar activities that are inconsistent with the University's tax-exempt status under current IRS code
- j.) Adversely affect the availability, integrity, or reliability of information technology resources
- k.) Adversely impact or conflict with activities that support the mission of the University

II. Reason for Policy

Computers, network systems, and other technologies offer powerful tools for creating, communicating, and managing data, and for a host of other activities. Students and other groups providing sources of funding that support information technology resources at the University expect that these assets will be used in support of the University's mission of research and creative activity, teaching and learning, and civic engagement.

III. Entities Affected By This Policy

This policy applies to all members of the University community who utilize University-owned information technology resources.

IV. Website Address for this Policy

<http://matrix.scranton.edu/pir/policies.shtml>

V. Related Documents, Forms, and Tools

Account & Data Policy

Code of Responsible Computing for Faculty and Staff

Student Computing Policy

VI. Contacts

For policy clarification and interpretation contact the Information Security Office at 570-941-4226 or email security@scranton.edu

VII. Definitions

Commercial Activities: are defined as economic activities geared toward a mass or specialized market and ordinarily intended to result in a profit, and that are not part of one's University responsibilities. Commercial activities do not include the use of information technology resources for one-time, minimal transactions.

Incidental Personal Use: is the use of information technology resources by members of the University community in support of activities that do not relate to their University employment or studies or to other activities involving and approved by the University.

Information Technology Resources: includes all University-owned computers, cellular phones, portable computing devices, peripherals, and related equipment and software; voice communications infrastructure, peripherals, and related equipment and software; data communications infrastructure, peripherals, and related equipment and software; all other associated tools, instruments, and facilities; and the services that make use of any of these technology resources.

Personal Private Gain: is defined as securing profit or reward for an individual in his or her personal capacity.

VIII. Responsibilities

All employees are expected to exercise proper judgment around appropriate incidental personal use of information technology resources.

Determination of relation to mission

If the relationship of a use of information technology resources to the University's mission is unclear, the University Chief Information Officer (CIO) or delegate will coordinate with University administration and the department involved. These groups will determine whether the activity is an appropriate use of University information technology resources and supports the mission of the University.

Determination of incidental personal use

The senior management of each University department is authorized to define and publish the acceptable level and nature of incidental personal use by members of the department. An employee's supervisor may require the employee to cease or limit any incidental personal use that hampers job performance or violates University policy. Instructional Technology Services (ITS) will always place a higher priority on support of University-related activities over any form of incidental personal use.

Consultation

The University Chief Information Officer (CIO) or delegate is available to provide consultation or advice related to technology use or misuse to any University or department administrators or individual personnel.

IX. Procedures

Sanctions

The University will handle reports of misuse and abuse of information and information technology resources in accordance with existing policies and procedures issued by appropriate authorities. Depending on the individual and circumstances involved this could include the offices of Human Resources, the Provost, Dean of Students, Office of the General Counsel, and/or appropriate law enforcement agencies.

Failure to comply with University information technology policies may result in sanctions relating to the individual's use of information technology resources (such as suspension or termination of access, or removal of online material); the individual's employment (up to and including immediate termination of employment in accordance with applicable University policy); the individual's studies within the University (such as student discipline in accordance with applicable University policy); civil or criminal liability; or any combination of these.