The University of Scranton

Acceptable Use Policy

1. **Policy Statement**

*Generally, two to four sentences, the “Policy Statement” states the policy’s intent, who must follow the policy, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures.*

The University of Scranton community is encouraged to make innovative and creative use of information technologies primarily for purposes related to the University’s mission, including teaching, research, scholarly pursuits, services, and business activities. That use has limitations however. This policy is designed to serve as a general guide for the acceptable use of computer and information systems and networks provided by The University of Scranton. All students, faculty, staff, and other authorized users should interpret this policy as a launch point to the various specific policies it encompasses – not as a replacement or amendment to any single one of them.

1. **Reason for Policy**

*Generally two to four sentences, the “Reason for Policy” cites the University’s commitment to a value or mission, a best practice or requirement, why the policy must exist, the problem or conflict the policy seeks to address, or cites any legal, regulatory, stewardship or other requirement the policy aims to meet.*

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 certainly extends to include our use of computing and network resources. While there are various policies already in place to outline specific and targeted expectations, this Acceptable Use policy is designed to unite and relate these policies within the larger framework of our mission, vision, and Jesuit tradition.

1. **Entities Affected by This Policy**

*This section identifies the individuals or groups who must follow the policy. Depending upon the type of policy this is (as defined by the University’s policy definition rubric), this may include:*

* *All internal constituents of the University, including students (institutional policy)*
* *One or more divisions of the University (inter-divisional policies)*
* *Only and all members of a particular division (divisional policy)*
* *Individual departments (departmental policies)*

All users of University information technology resources are governed by this policy.

1. **Web Address of this Policy**

http://matrix.scranton.edu/TBD

1. **Related Documents, Forms and Tools**

*List related policy documents and/or other university and external documents or Web sites that provide helpful, relevant information. If Web links to these documents exist, please include them.*

Related documents include but are not limited to:

Information Classification & Protection Policy

(<http://www.scranton.edu/pir/planning/Policy%20Files/Info%20Classification%20Policy%20Final%2004-01-11.pdf> )

Information Access Policy

(<http://www.scranton.edu/pir/documents/Info%20Access%20Policy%2010-07-11.pdf> )

Copyright Compliance and Peer-toPeer File Sharing Policy

(<https://royaldrive.scranton.edu/xythoswfs/webui/_xy-23214719_1-t_oufnx4im> )

Incidental Use Policy (<http://www.scranton.edu/pir/documents/Incidental%20Use%20Policy%20Final_3_20_2012.pdf> )

University Privacy and Confidentiality Policy

(<https://royaldrive.scranton.edu/Groups/Planningandinformationsystems/PAIRO/Governance/Policy%20Analysis/Technology%20Policies/Policies/Privacy%20and%20Confidentiality/University%20Privacy_and_Confidentiality%20FINAL%2005-17-12.pdf?ticket=t_hC9B4uyL> )

Student Code of Conduct

(<http://catalog.scranton.edu/content.php?catoid=23&navoid=1894> )

Copyright Policy

(<http://www.scranton.edu/academics/provost/research/pdf/Copyright_Policy.pdf> )

Academic Code of Honesty

(<http://catalog.scranton.edu/content.php?catoid=20&navoid=1583&hl=%22ACADEMIC+CODE+OF+HONESTY%22&returnto=search#Academic_Code_of_Honesty> )

1. **Contacts**

*This section of the policy lists contact information for individuals responsible for or who serve as a resource to some element of this policy. The first item MUST be “Policy Clarification and Interpretation,” which directs the reader to the appropriate contact in the department which administers the policy. List all items that relate to subject matter in the document about which the reader may have follow-up questions.*

For policy clarification and interpretation, please contact the Vice President for Planning and CIO at 570-941-6185.

For legal advice and interpretation of law, please contact the Office of General Counsel at 570-941-6213.

1. **Definitions**

*Define terms that have specialized or particular meanings in the policy.* *If acronyms are used, please spell out the words being abbreviated here.*

1. **Responsibilities**

*Summarize the responsibilities of all University parties and offices named in the policy. Mirrors the later “Procedures” section by presenting these responsibilities according to job function, while Procedures presents these responsibilities according to tasks*

The University of Scranton computing and network resources are to be used for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the University are limited and must be used wisely and carefully with consideration for the needs of others. It is an affront to the mission of the University to use electronic mail, or any other means of communication, to insult, harass or threaten any other user. It is also a serious violation to pose as another user on the system. 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 university's computer systems 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.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. Computers and network systems offer powerful tools for communication among members of the community and of communities outside the University. When used appropriately, these tools can enhance dialog and communication. When used unlawfully or inappropriately, however, these tools can infringe on the rights of others.

The University of Scranton reserves the right for final interpretations of this policy and decisions regarding what would be appropriate in terms of sanctioning.

1. **Procedures**

*A policy must contain some procedures for compliance that outline how the policy’s requirements will be met. This section may “mirror” the “Responsibilities” section, which outlines actions required according to job function, while here, in “Procedures,” such action is listed according to the tasks themselves. Note that procedures can change without a full revision of the policy at the discretion of the department with responsibility for the policy. In the event this happens, a revised policy will be posted to the appropriate web site, and a memorandum will be distributed to the entities affected by the policy (as listed in section III).*

Violations of any part of this policy will subject violators to the regular disciplinary processes and procedures of the University that apply to students, faculty, staff, work study students, and all third parties. 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.