



Policy Name: Acceptable Use Policy

Policy Approvals/Endorsement/Notice Required:

	Name	Signature	Date
Dean or Assistant/Associate Vice President			
Vice President			
PEC (<i>Notice or review</i>)			
All University Committee (<i>Notice or review</i>)			
President (<i>Notice or review</i>)	John D. Keenan		
Board of Trustees (notice)			



University Administrative Policy

Policy Name: Acceptable Use Policy

Responsible Office: Information Technology Services

Originator of the Policy: Patricia Ainsworth

Effective Date: December 2008

Revision History: June 1, 2015

Review Date: 10/16/2020

Web Link: <https://records.salemstate.edu/index.php/policies/acceptable-use-policy>

1. Rationale

Salem State University's computing and electronic communication resources are the property of the University and shall be used for legitimate instructional, research, administrative, public service and approved contract purposes. Protecting and preserving the University's computing and electronic communication resources is a cooperative effort that requires each member of the University community to act responsibly and guard against abuses.

2. Statement of Policy

Acceptable use includes, but is not limited to, respecting the rights of other users, intellectual property rights, truth in communication, ownership of data, system security and integrity, sustaining the integrity of systems and related physical resources, and complying with all relevant policies, laws, regulations, and contractual obligations. Use of University computing and electronic communication resources requires each user to adhere to the following standards of acceptable use:

1. Observe all federal and state laws, as well as policies of Salem State University in the use of University computing and electronic communication resources. When the University deems it appropriate, the University will investigate possible violations of applicable laws, rules, and regulations when each is brought to the University's attention.
2. Respect the privacy and personal rights of others by ensuring that use of University computing and electronic communication resources does not constitute invasion of privacy, harassment, defamation, threats, intimidation, unwarranted annoyance or embarrassment, or discrimination based on race, sex, national origin, disability, age, religion, or sexual orientation.
3. Respect and preserve the performance, integrity, and security of University computing and electronic communication resources. Ensure that use of those

resources does not circumvent system security and does not achieve or aid others to achieve unauthorized access.

4. Protect the purpose of University computing and electronic communication resources to carry out the University's primary missions by ensuring that use does not result in improper commercial gain for the University, or personal commercial gain or private profit.
5. Respect the intellectual property rights of others by ensuring that use of University computing and electronic communication resources does not violate any copyright, trademark, file protections or other security boundaries.

3. Scope

This policy applies to all users of University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to computing resources provided or operated by individual units of the University or to uses within specific departments. The University provides authorization to use University computing resources with the creation of a user ID and password, and the acceptance of this Acceptable Use Policy. University partners and contractors are expected to inform their own staff of the University Acceptable Use Policy.

4. Fiscal Considerations

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
Initial Implementation		
Ongoing		

5. Responsibilities

Responsible Party	List of Responsibilities

6. Policy Enforcement

Violation(s)	<p>It shall be a violation of this policy to promulgate any applicable policy in contravention of the requirements outlined herein.</p> <ol style="list-style-type: none"> 1. Use University computer facilities in a manner that would constitute harassment, invasion of privacy, threat, defamation, intimidation, obscenity, unwarranted annoyance or embarrassment, or discrimination based on race, sex, national origin, disability, age, religion, or sexual orientation; 2. Use University facilities to make copies of licensed or copyrighted software except as allowed by the license or copyright; 3. Deliberately violate security boundaries, or to conceal known violations of security boundaries even when such violations were inadvertent; 4. Use another's user id without his or her authorization;
--------------	--

	<ol style="list-style-type: none"> 5. Crack passwords, obtaining confidential information through unauthorized means; 6. Impersonate another, real or not, individual, machine or organization; 7. Install privileged network monitoring tools such as packet sniffers by anyone other than authorized personnel; 8. Access or transmit information that belongs to another user or for which no authorization has been granted; 9. Attempt to make unauthorized changes to information stored on the University's computer systems; 10. Use University computer resources for unauthorized advertising; 11. Unauthorized copying of information stored on the University's computer systems; 12. Knowingly use unlicensed or improperly licensed software on University computer facilities; 13. Tap phone or network lines in violation of any federal or state law; 14. Take any action that jeopardizes the availability or integrity of any University computing, communication, or information resources; 15. Use IT resources in a manner that interferes with the work of other students, faculty, or staff or the normal operation of the University computing systems; 16. Attempt to bypass the University IT security systems; 17. Violate federal, state or local laws, including copyright infringement; and 18. Use University-owned IT resources for unauthorized commercial purposes.
Potential consequences	<p>Any policy subject to the terms of the Policy on Administrative Policies not developed through the proper procedures outlined herein shall not be considered official Salem State University policy.</p> <p>All members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. This policy does not preclude enforcement under the laws and regulation of the United State of America or the Commonwealth of Massachusetts.</p> <p>Violation of this policy may subject a user to disciplinary action under appropriate University disciplinary procedures. The University may take such action as necessary, in its discretion, to address any violation(s) under this policy.</p> <p>The University reserves the right to monitor and record the usage of all computing resources as necessary to evaluate and maintain system efficiency and acceptable use; and may further monitor, record and legally disclose usage by individuals, including the disclosure of individual files.</p>

How to report	Curt King, CIO
---------------	----------------

7. Reference Documents

Policy or Document	Web Address

8. Contact(s)

Subject	Office or Position	Telephone Number	Email
Curt King	CIO	978-542-2002	cking@salemstate.edu

9. Effective Date: Upon approval by the president.

10. Dissemination: Posted on the university web site.

11. Review Cycle: Initial review after 12 months; subsequent review every 5 years.

