

## **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

This Acceptable Use of Technology Resources Policy explains the acceptable and unacceptable uses of Logan's technology resources. It applies to all users of Logan's technology resources.

### **1. Technology Resources Are for Educational and University Business Use.**

- a. Logan University purchases and provides access to technology resources (equipment, software and services) for use by the staff, faculty and students. The primary purpose of these technology resources is to support Logan's educational mission and enable day-to-day University operations.
- b. These technology resources include but are not limited to:
  - Computers
  - Software
  - Internet access
  - Online services
  - Databases
  - Telecommunications equipment
  - Networking equipment
  - Monitors/Projectors

### **2. Use Must Be Legal and Ethical.**

- a. Technology resources must only be used for lawful purposes. Users of Logan's technology resources must follow all federal, Missouri, and other applicable laws. Examples of applicable laws include but are not limited to the laws of defamation, privacy, copyright, trademark, obscenity, and child pornography. Users must follow the University policies for student, faculty and staff conduct, and any contractual or license requirements.
- b. Technology resources may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission and values of the University, or likely to subject the University to harm. Users should avoid nuisance emails such as chain letters, and never use University technology resources to post, view, print, store, or send obscene, pornographic, sexually explicit, harassing or offensive material.

### **3. Use Must Be Authorized and Secure.**

- a. All Logan University community members are responsible for their own use of the University's information technology resources, both on and off-campus. Users must maintain good habits of personal safety and privacy while accessing the Internet, and are responsible for ensuring that their activities do not endanger, impede access to, or threaten the privacy or security of others' information or systems.
- b. Users must only access the technology resources they are authorized to use, and only use them in the manner and to the extent authorized. All users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Users may only use the accounts, passwords, and access they have been assigned. Credentials may not be shared, transferred, or used by other persons.

### **4. Use Must Recognize That Resources Are Shared.**

- a. Because Logan's technology resources have a limited capacity, and are shared by all users; staff, faculty and students must restrict their use of the resources to what is needed for authorized activities. Users must not consume such an unreasonable amount of technology resources that they degrade the resources for other users. If necessary, Logan may require users of technology resources to limit or refrain from specific uses.

### **5. Use Must Recognize That Resources Are Not Private.**

- a. Logan's technology resources are not private. The University reserves the right to inspect the activities, communication and accounts of individual users of Logan's technology resources as needed and without notice, except as prohibited by law. In its discretion, the University may use or disclose the results of any inspection, including the contents and records of individual communications, to University personnel, third parties, or law enforcement agencies.
- b. The University may inspect its technology resources when it determines it is necessary, including but not limited to the following:
  - To protect the integrity, security, or functionality of University or other technology resources, or to protect the University from harm.
  - If there is reasonable cause to believe that a user has violated, or is violating any Logan policy or applicable civil or criminal law.
  - If an information technology resource is experiencing unusually excessive activity.

**6. Use Must Be Compatible with Logan's Mission.**

- a. Logan's technology resources may not be used for commercial purposes or for personal financial or other gain. Examples of prohibited behavior include, but are not limited to, engaging in sales activities, running a business, or advertising. Political activities are not permitted. Examples include organizing or participating in a political meeting, rally or demonstration; soliciting contributions or votes; distributing material, and surveying or polling for information connected to a political campaign.
- b. The University permits occasional personal use of technology resources on a limited basis. Such use must not consume a significant amount of Logan's technology resources, interfere with job performance or with other University responsibilities, interfere with the efficient operation of the University or its technology resources, and must be otherwise in compliance with Logan policy.

**7. Use Must Respect Copyright.**

- a. Users of Logan's technology resources must honor the rights of copyright owners, and not participate in the unauthorized use, distribution, or reproduction of copyrighted materials, including but not limited to music or video files. The University investigates any claims of possible copyright infringement taking place through its computer networks. Users who violate copyright law, including the use of peer-to-peer networks, may be subject to civil or criminal liabilities.

**8. Logan Will Enforce This Policy.**

- a. Access to Logan's technology resources is a privilege. Abuse of the privilege may result in disciplinary procedures and/or legal action as described in Logan's policies and handbooks. In some situations, Logan may be required to immediately disable technology resources and suspend access privileges where unacceptable use is severely impacting system performance or security.

**I have read and understand the preceding policy and agree to be bound by its terms and conditions.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_