

Responsible Use of Information Technology

- Purpose** The purpose of this policy is to delineate the responsible use of information technology at Bridgewater State University. Information technology includes but is not limited to computer networks, network servers, personal computers, workstations, voice and video networks, cloud (internet-based) services, transmission systems, and digital information provided by Bridgewater State University.
- Policy Statement** Bridgewater State University provides information technology for faculty, staff, students, and certain other users in support of the University's mission of teaching and learning and to conduct official University business during an employee's normal tour of duty or established working schedule. As with all University assets, information technology is to be used in ways consistent with state law and overall University policy.
- Applies to** This policy applies to all students, faculty, and staff of Bridgewater State University and to all other users who are authorized to access information technology at Bridgewater State University. This policy does not supersede any existing University policy. This policy is supplemented by the policies of those networks to which Bridgewater State University is interconnected.
- Responsibilities** Responsible use of information technology requires that you:
1. Respect the rights of others by complying with all University policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which you have access.
 2. Use only computer accounts and communication facilities which you are duly authorized to use and use them for the purposes for which they were intended; for example, you should not use University information technology to run a private business for financial gain or to solicit others for commercial ventures, religious or political causes or outside organizations.
 3. Respect all pertinent licenses (including software licenses), copyrights, contracts, and other restricted or proprietary information. Use only legal versions of copyrighted software in compliance with vendor license requirements.
 4. Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
 5. Respect and adhere to any state or federal law which may govern the use of information technology or communication networks.

6. Acknowledge that the privacy and confidentiality of electronic information transmissions cannot be guaranteed; for example, electronic mail is generally not secured and is vulnerable to unauthorized access and modification.
7. Acknowledge that authorized University personnel may examine computing resources, communication systems, files, electronic mail, and printer listings for reasons including but not limited to troubleshooting hardware and software problems, preventing or investigating unauthorized access and system misuse, assuring compliance with software copyright and distribution policies, and complying with legal and regulatory requests for information.

By using Bridgewater State University information technology systems you agree to comply with the acceptable use policies of the University's Internet providers. CapeNet and Lighttower are the current Internet Service Providers for Bridgewater State University.

Questions and comments regarding this policy should be directed to:

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Sanctions

Information technology users who violate this policy will be subject to University disciplinary processes and procedures. Privileges to use information technology may be revoked. Illegal acts may also subject users to prosecution by law enforcement authorities.

Title: Responsible User of Information Technology

Approved By: Ray Lefebvre, VP of IT and CIO

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