

## **Utah State University Controllers Office computer use policy**

In support of the Controllers Office mission of providing accounting services to Utah State University, Computing, networking, and information resources have been provided to our staff.

### **Rights and Responsibilities**

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Although personal use of the Internet is not banned users should exercise good judgment and limit their personal use.

### **Existing Legal Context**

All existing laws (federal and state) and University regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Reproduction or distribution of copyrighted works, including, but not limited to, music, videos, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment. Viewing, storing, or distributing material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful is prohibited.

Misuse of computing, networking, or information resources may result in the restriction of computing privileges and may also result in disciplinary action, including possible termination, and civil and/or criminal liability.

### **Examples of Misuse**

Examples of misuse include, but are not limited to, the activities in the following list.

- Storing copyrighted music/videos on a shared network resource.
- Using software to unlawfully download, obtain, or distribute copyrighted music/videos.
- Knowingly performing an act which will interfere with the normal operation of computers.
- Deliberately wasting computing resources.
- Using electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.

### **No Expectation of Privacy**

USU Controller's Office has the right to monitor, log, and if necessary, view any activity or items on computers, networks, and informational resources, even though they may have been intended to be private and personal.

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I have read and agree to the above policy:

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Signature

Date