

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:032	Supersedes Policy Number:
Date: October 24, 2003	Dated: N/A
Subject: Acceptable Use of Information Technology Resources	
Initiating Authority: Vice President of Finance and Administration	TBR Policy/Guideline Reference: 1:08:00:00
Approved: <p style="text-align: right;">President: signature on file</p>	

I. PURPOSE

The purposes of this policy include: 1) to articulate the rights and responsibilities of persons using information technology resources owned, leased, or administered by Austin Peay State University (APSU); 2) to protect the interests of users and APSU; and 3) to facilitate the efficient operation of APSU information technology systems.

II. GENERAL

The primary purpose of Austin Peay State University's information technology resources is to enhance and support the educational mission of the University. Access to the University's technology resources is a privilege granted to University students, faculty, staff, contractors, and approved guests. These resources include, but are not limited to: computer hardware, software, computer accounts, e-mail accounts, local area networks as well as connections to other computer networks via the Internet. Users are expected to use these resources in a responsible manner.

III. RESTRICTIONS

- A. All users shall comply with the Tennessee Board of Regents Policy 1-08-00-00, Information Technology Resources, which may be found at the following URL:
http://www.tbr.state.tn.us/policies_guidelines/governance_policies/1-08-00-00.htm. Said TBR policy (and any subsequent versions thereof) is hereby fully incorporated and made a part of this university policy.
- B. All users must not use Information Technology Resources for the following:

- 1) Entering, without authorization, into any account to use, read, and transfer or change contents in any way;
- 2) Impersonating/misrepresenting another individual's computer account or e-mail user name;
- 3) Using computing resources to interfere with the work of other students, faculty, staff, or University officials;
- 4) Using computing facilities to send obscene, abusive, threatening, defamatory, or harassing messages;
- 5) Using computing resources for activities not directly related to academic or research endeavors in such a way that it causes disruption in a University lab or classroom;
- 6) Using computing resources to interfere with the normal operation of University computing systems and connected networks including, but not limited to: introducing viruses, flooding the network with messages, or unfairly monopolizing resources that result in the exclusion of others;
- 7) Using University computing resources for personal profit or commercial purposes;
- 8) Using University or state owned equipment and or resources to access obscene or illegal material via the Internet;
- 9) Using University-computer resources to illegally disperse or receive copyrighted or protected software and or software resources.

IV. CONSEQUENCES

Intentional failure to comply with this policy will result in action that may include suspension of user privileges or other disciplinary action, including suspension or expulsion from the University or termination of University employment. In addition, violations may result in referral for prosecution by local, state or federal authorities.

V. PRIVACY CONSIDERATIONS

The university reserves the right to view or scan any file, e-mail, or software stored on University or State owned systems or transmitted over university networks. All users should be aware that e-mail messages are written records

that could be subject to review with just cause and may be subject to Freedom of Information Act requests. When required by law, court order, or subpoena, e-mail or computer files may be disclosed to the appropriate authorities. Computer users will receive notice of such disclosures.

***APSU computer users are encouraged to become familiar with the Austin Peay State University Electronic Communication Guidelines, which can be accessed at:**

<http://www.apsu.edu/computer/forms/electronic%20communication%20guidelines.pdf>