

COMPUTER SYSTEM ACCEPTABLE USE POLICY

INTRODUCTION

The purpose of this policy is to outline the acceptable use of computer equipment at the Department of Postsecondary Education. These rules are in place to protect the employee and the Department. Inappropriate use exposes the Department to risks including virus attacks, compromise of network systems and services, and legal issues.

1.0 – POLICY

- 1.1 All Systems are owned by the Department and subject to access by staff for repair, maintenance, updating, or monitoring.
- 1.2 Systems are provided for business purposes only.
- 1.3 Employees must comply with all federal, state, and local laws.
- 1.4 Employees must comply with all other Acceptable Use Policies which may apply.
- 1.5 Employees must comply with all Departmental Security Policies, including, but not limited to, the *User Account Policy*, the *Password Policy*, *Email Access Policy*, *Shared Calendar Policy*, *Mobile Device Policy*, and *Remote Access Policy*. All policies are located in the IT Services Web Portal (<http://www.accs.cc/modules/dpe/itservices/>).
- 1.6 Employees shall not install any software, hardware components, or modify configuration files without the written permission of the Director of Information Services Division.
- 1.7 Employees shall not sell items, gamble, win contests, or in any way solicit income.
- 1.8 Employees shall not play computer games, view pornography, excessively participate in personal social networking sites, or engage in mischievous or threatening activity.
- 1.9 Employees shall not transfer copyrighted materials or engage in any illegal activity.
- 1.10 Employees shall not access, modify, or delete files or data without the permission of the owner or creator of such files.
- 1.11 Employees shall not allow anyone to use their Department issued computer or devices for any reason; including, but not limited to, spouses, children, family members, friends, etc.

2.0– STATEMENT OF UNDERSTANDING

By signing below, I acknowledge that I have read and understand the Computer Systems Acceptable Use Policy of the Department of Postsecondary Education and agree to abide by the policy. I understand that violations of the policy may result in limited use of Systems and/or disciplinary action, including termination.

Signature

Date