

Policy Name:	Acceptable Use Policy for Information Technology Resources				
Section #:	70.1.1	Section Title:	Information Technology	Formerly Book:	N/A
Approval Authority:	Executive Vice President Finance and Administration		Adopted:	2/1/2000	Reviewed:
Responsible Executive:	Senior Vice President and Chief Information Officer		Revised:	8/31/2010, 1/23/2013, 10/10/2013,7/3/2014, 10/27/2014, 4/28/2016, 9/27/2016 , 9/18/2017	
Responsible Office:	Office of Information Technology, Information Protection and Security (OIT-IPS)		Contact:	oitpolicies@rutgers.edu	

1. Policy Statement

This policy outlines the acceptable use of University information and technology resources, which include, but are not limited to, equipment, software, networks, data, and stationary and mobile communication devices used to access Rutgers information and technology resources, whether the technology or devices are personally owned or owned, leased, or otherwise provided by Rutgers University.

2. Reason for Policy

It is the policy of Rutgers University to allow access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Nevertheless, Rutgers reserves the right to limit or restrict the use of its information technology resources based on applicable law, institutional policies and priorities, and financial considerations. Access to the University's information technology resources is a privilege that requires each member to act responsibly and guard against inappropriate use and abuse. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable use.

3. Who Should Read this Policy

All members of the Rutgers University community.

4. Resources

Policies.rutgers.edu: Information Technology - Section 70
Policies.rutgers.edu: Clinical, Compliance, Ethics & Corporate Integrity - Section 100
Policies.rutgers.edu: Identity Theft Compliance Policy, Section 50.3.9
Policies.rutgers.edu: Copyright Policy, Section 50.3.7
Policies.rutgers.edu: Email and Calendar Policy, Section 70.1.6
Policies.rutgers.edu: Information Technology Privacy, Section 70.1.7
OIT Policies Website: <http://oit.rutgers.edu/policies>
RU Secure Website: <http://rusecure.rutgers.edu/>

5. The Policy

This policy outlines the acceptable use of University information and technology resources, which include, but are not limited to, equipment, software, networks, data, and stationary and mobile communication devices used to access Rutgers information and technology resources, whether the technology or devices are personally owned or owned, leased, or otherwise provided by Rutgers University.

User Responsibilities

a) Each user may use only those information technology resources for which he or she has authorization. Violations include but are not limited to:

- using resources without specific authorization
- using another individual's electronic identity
- accessing files, data or processes without authorization

b) Information technology resources must be used only for their intended purpose(s). Violations include but are not limited to:

- misusing software to hide personal identity, or to interfere with other systems or users
- misrepresenting a user's identity in any electronic communication
- using electronic resources for deceiving, harassing or stalking other individuals - see also 60.1.12
- sending threats, "hoax" messages, chain letters, spam, or phishing
- sending mass emails to the Rutgers community without following proper procedures.
- intercepting, monitoring, or retrieving without authorization any network or other electronic communication
- using University computing or network resources for advertising or other commercial purposes
- circumventing, disabling or attempting to circumvent or disable security mechanisms
- using privileged access to University systems and resources for other than official duties directly related to job responsibilities
- making University systems and resources available to those not affiliated with the university
- using former system and access privileges without authorization after association with Rutgers has ended

c) The access to and integrity of information technology resources must be protected. Violations include but are not limited to:

- Using third party, cloud and non-cloud, systems not authorized or approved by OIT's Information Protection & Security (IPS) Division to transmit, process, or store Rutgers

data classified as restricted, including protected health information (“PHI”, including that stored electronically (“ePHI”))

- creating or propagating computer viruses, worms, Trojan Horses, or any other malicious code
- preventing others from accessing an authorized service
- developing or using programs that may cause problems or disrupt services for other users
- degrading or attempting to degrade performance or deny service
- corrupting or misusing information
- altering or destroying information without authorization

d) Applicable state and federal laws and University policies must be followed. Violations include but are not limited to:

Laws

- failure to respect the copyrights and intellectual property rights of others
- making more copies of licensed software than the license allows
- downloading, using or distributing illegally obtained media (e.g., software, music, movies)
- uploading, downloading, distributing or possessing child pornography

Policies

- accessing, storing or transmitting data/information classified as Restricted (e.g., social security numbers, patient health information, driver’s license numbers, credit card numbers) without a valid business or academic reason or transmitting such information without using appropriate security protocols (e.g., encryption)
- distributing data/information classified as Restricted, unless acting as an authorized University source and an authorized University distributor of that data/information and the recipient is authorized to receive that data/information
- using social media to communicate or store University data/information classified as Restricted

e) Users must respect the privacy and personal rights of others.

- Refer to the Information Technology Privacy Policy (Section 70.1.7) for additional information

f) University business should be conducted using University provided information technology systems, resources, and services.

6. Violations

Violations of this policy will be considered misconduct on the part of the member and will be subject to all relevant institutional sanctions up to and including termination of appointment.

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

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