

29.01.03.H0.02

Acceptable Use



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Procedure Summary

General

Under the provisions of the Information Resources Management Act 2054.075(b), information resources are strategic assets of Texas A&M University-Texarkana (TAMUT) that must be managed as valuable State resources. This procedure is intended to:

- Ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources
- Establish prudent and acceptable practices regarding the use of information resources
- Educate individuals who may use information resources on their responsibilities associated with such use

Applicability

This procedure applies to all individuals granted user access privileges to TAMUT Information Resources.

Ownership of Electronic Files

Electronic files created, sent, received, or stored on Information Resources owned, leased administered, or otherwise under the custody and control of the University are the property of TAMUT.

Privacy

Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of the University are not private and may be accessed by TAMUT Information Systems employees at any time without knowledge of the Information Resources user or owner in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Security Standards.

This procedure defines scope, behavior, practices; compliance monitoring pertaining to users if information resources in accordance with [Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C, Rule §202.75](#).

Definitions

Information Resources (IR): Any computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing websites, or

otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, tablets, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), smartphones, telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Information Resources Manager (IRM): Person responsible to the State of Texas for management of the agency's information resources. The designation of an agency information resources manager is intended to establish clear accountability for setting policy for information resources management activities, provide for greater coordination of the agency's information activities, and ensure greater visibility of such activities within and between State agencies. The IRM has been given the authority and the accountability by the State of Texas to implement security policies, procedures, practice standards and guidelines to protect the Information Resources of the agency. At TAMUT, the IRM is the CIO.

Information Security Administrator (ISA): Person responsible for monitoring and implementing security controls and procedures for a system.

Information Security Officer (ISO): Person responsible to the executive management for administering the information security function within the University. The ISO is TAMUT's internal and external point of contact for all information security matters.

User: An individual or automated application or process that is authorized access to the resource by the owner, in accordance with the owner's procedures and rules.

Procedures and Responsibilities

1. INFORMATION RESOURCES ACCEPTABLE USE

- 1.1 Users must report any weaknesses/incidents in TAMUT's computer security of possible misuse or violation of this agreement to the IT Security group at itsecurity@TAMUT.edu.
- 1.2 Users must not attempt to access any data or programs contained on TAMUT's systems for which they do not have authorization or explicit consent.
- 1.3 TAMUT accounts, passwords, or similar information or devices used for identification and authorization purposes must not be shared.
- 1.4 Family members or other non-employees are not allowed to access TAMUT computer systems.
- 1.5 Unauthorized copies or illegally distributed copyrighted software are prohibited.
- 1.6 Users must not use non-standard software without TAMUT Information Resources management approval.
- 1.7 Users must not purposely engage in activity that may: harass, threaten, or abuse others, degrade the performance of Information Resources, deprive an authorized user access to a TAMUT resource, obtain extra resources beyond those allocated,

or circumvent TAMUT computer security measures.

- 1.8 Users must not download, install, or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, TAMUT users must not run password cracking programs, packet sniffers, port scanners or any other non-approved programs on TAMUT Information Resources. These specific acts are a violation of TAMUT's Acceptable Use.
- 1.9 TAMUT Information Resources must not be used for personal benefit.
- 1.10 Users must not intentionally access, create, store, or transmit material which TAMUT may deem offensive, indecent, or obscene (other than in the course of approved academic research).
- 1.11 Access to the Internet from a TAMUT owned portable computing device must adhere to all the same policies that apply to use from within TAMUT facilities.
- 1.12 Users must not otherwise engage in acts against the aims and purposes of TAMUT as specified in its governing documents or in rules, regulations and procedures that are adopted from time to time.
- 1.13 Any data used in an IR system must be kept confidential and secure by the user. The fact that the data may be stored electronically does not change the requirement to keep the information confidential and secure. Rather, the type of information or the information itself is the basis for determining whether the data must be kept confidential and secure. The Department's Information Security Administrator must perform a risk assessment. Furthermore, if this data is stored in a paper or electronic format, or if the data is copied, printed, or electronically transmitted, the data must still be protected as confidential and secured.
- 1.14 All commercial software must abide by the Authorized Software Procedure (29.01.03.H0.22) and must be supported by a software license agreement that specifically describes the usage rights and restrictions of the product.
- 1.15 The IRM reserves the right to remove any non-business-related software or files from any system. Examples of non-business-related software or files include, but are not limited to games, instant messengers, pop email, music files, image files, freeware, and shareware.
- 1.16 All users of university information resources must adhere to all Rules, SAPs, and Standards.
- 1.17 19. Personal computing devices connected to the TAMUT network are subject to this procedure
- 1.18 All Employees must complete TrainTraq courses FERPA and Information Security Awareness to gain access to TAMUT Information Resources .
- 1.19 As a state agency, TAMUT strictly prohibits the installation and/or use of any peer-to-peer (P2P) software on university owned computers or any computer connected to any TAMUT owned network. This is in accordance with the State of Texas

Executive Order RP58 and the 2008 Higher Education Opportunity Act, which prohibit unauthorized or illegal use of P2P software programs.

- 1.20 All computers connected to the network are required to have approved anti-virus software. Users are responsible for ensuring that the installed anti-virus software is in working order and kept updated with definition files no more than one week old.
- 1.21 All operating system software must be kept current with the latest service patches and security updates. Systems found to be vulnerable or un-patched may be denied access to the network until appropriate corrective action has taken place.
- 1.22 Users are authorized access to the network only as a client. Operation of any server or services such as DHCP, DNS, FTP, web, mail, time, etc. is prohibited without the express written consent of the IT department. Discovery of unauthorized servers or services may result in deactivation of network access.
- 1.23 Users are not authorized to install wireless access points, routers, hubs, or switches on the network without the express written consent of the IT Department. If a user is found to have connected more than one device to a single network switch port, the port may be deactivated.

2. INCIDENTAL USE

As a convenience to the University user community, incidental use of Information Resources is permitted. The following restrictions apply:

- 2.1 Incidental personal use of electronic mail, Internet access, fax machines, printers, copiers, and so on, is restricted to university approved users; it does not extend to family members or other acquaintances.
- 2.2 Incidental use must not result in any direct cost to TAMUT.
- 2.3 Incidental use must not interfere with the normal performance of an employee's work duties.
- 2.4 No files or documents may be sent or received that may cause legal action against, or embarrassment to TAMUT.
- 2.5 Storage of personal email messages, voice messages, files, and documents within TAMUT's Information Resources must be nominal.
- 2.6 All messages, files, and documents (including personal messages) located on TAMUT Information Resources are owned by TAMUT, may be subject to open records requests, and may be accessed in accordance with this procedure.

3. DISCIPLINARY ACTIONS

- 3.1 Violation of this procedure may result in disciplinary action which may include termination for employees, termination of business relationships for contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion for students. Additionally, individuals are subject to loss of TAMUT Information

Resources access privileges as well as civil and criminal prosecution.

Related Statutes, Policies, or Requirements

[Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C, Rule § 202.75, Information Resources Security Safeguards](#)

[University Procedure 29.01.03. H0.12, *Internet/Intranet Use*](#)

Contact Office

Office of Information Technology

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