

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.4.25.				
<i>CHAPTER:</i> Information Technology	<i>ISSUED:</i> 9/11/96	<i>REV. A</i> 6/26/00	<i>REV. B</i> 9/27/00	<i>REV. C</i> 8/18/04	<i>REV. D</i> 3/13/13
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PURPOSE

The purpose of this document is to establish and promote the ethical, legal, and secure use of computing and electronic communications for all members of Creighton University.

SCOPE

This policy applies to all users of electronic resources owned or managed by Creighton University.

POLICY

All users of Creighton University electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with the Creighton University mission and policies. As such, all users are **required** to:

- Comply with published University and departmental policies governing the use, transfer, management, or handling of electronic resources.
- Use resources only for authorized purposes.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Protect university provided user account(s) from use by other individuals.
- Consent to monitoring for the purposes of enforcing University policies, troubleshooting network or system problems, or to aid in the investigation of legal or criminal matters.

All users are **prohibited** from:

- Using University electronic resources to impair, disrupt, or in any way damage Creighton University networks, computers, telephonic equipment, or external networks or computers.
- Attempting to circumvent or subvert system or network security measures.
- Unauthorized access to networks, computer systems, or data.
- The reproduction or use of legally protected content without consent from the author or rights holder.
- Using Creighton University electronic resources to interfere with or cause impairment to the activities of others.
- Using Creighton University electronic resources to harass or make threats to specific individuals, or a class of individuals.
- Using CU electronic resources in pursuit of unauthorized commercial or political activities, or for individual personal or financial gain.
- Using CU electronic resources to violate city, state, federal, or international laws, rules, regulations, rulings or orders, or to otherwise violate any Creighton policies.

While the University does not generally monitor or limit content of information transmitted, stored, or processed on the campus network or information systems, it reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable

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cause), determining if an individual is in violation of this policy, or, as may be necessary, to ensure that Creighton University is not subject to claims of institutional misconduct.

DEFINITIONS

Electronic Resources – All computer related equipment, computer systems, software, networks, facsimile machines, voicemail and other telecommunications facilities, as well as all information or data contained therein.

RESPONSIBILITIES

All users of university resources are responsible for adhering to this policy.

ADMINISTRATION AND INTERPRETATIONS

This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer.

AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

REFERENCES TO APPLICABLE STANDARDS

None

EXCEPTIONS

None

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University's Information Security Officer at 402-280-2386 or via e-mail to infosec@creighton.edu.

Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with University procedures. The University may advise law enforcement agencies when a criminal offense may have been committed.