University of Minnesota Auxiliary Services  
Policy on Acceptable Use of Information Technology Resources  
August 6, 2002

This policy defines guidelines and restrictions in accordance with University’s Acceptable Use of Information Technology Resources policy. Print and read the policy and retain it for your files. The policy can be viewed on-line at: http://process.umn.edu/groups/ppd/documents/policy/acceptable_use.cfm  
Appendices: http://process.umn.edu/groups/ppd/documents/appendix/useguidelines.cfm

The University of Minnesota is the owner of the department’s technology resources and assets. The University owns all the data that resides on the systems and networks and is responsible for taking necessary measures to ensure the security and integrity of those systems and data. The University accepts no responsibility or liability for any personal or unauthorized use of its resources by users. The University does not guarantee absolute security and privacy. University IT departments treat the contents of individual and employee assigned accounts and personal communications as private and does not examine or disclose the contents except for system maintenance, security purposes, or when there is reason to believe that an individual is violating the law, University wide policies or department policies.

**Definition of Technology Resources**

Technology equipment and software includes but is not limited to facilities, technologies, and information resources used for University information processing, transfer, storage, and communications. Included in this definition are computer labs, classroom technologies, computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular), voice mail, fax transmissions, personal digital assistants (PDA’s), video cameras, multimedia, scanners, speakers, instructional materials, and any software running on these devices.

**Use of Technology Equipment and Software**

No user shall download, install, connect, modify, attempt to repair, move or change hardware and software settings or configurations unless directed to do so by their manager/director in consultation with IT staff. Unauthorized software will be removed if it is discovered during routine maintenance of the system or if reported by your supervisor. This includes, but is not limited to screensavers, games, freeware/shareware, courseware, utilities, and demonstration software. Access to and use of web browsers and email may not be used for more than minimal personal use. Unauthorized or illegal purposes such as but not limited to pornography, gambling, private business practices, selling personal property, distributing inappropriate materials (non-University business related information), and harassment are prohibited.

**Security and Support**

- Mail that is scanned and found containing a possible virus may be blocked from your mail box. Unauthorized removal or circumvention of virus scanning software may result in disciplinary action.
- Screen savers with passwords should be used on equipment running software applications that have confidential information such as payroll information, student financial information, billing information, etc.
- Never share your password with others. If you must, change it as soon as possible. You may be required to change it on a regular basis.
- All essential data files must be backed up on a regular basis. Your supervisor will provide you with the appropriate network drive and data directory locations for backing up your data. IT staff can create departmental data directories and grant users the appropriate access rights for backup locations on the server. IT staff automatically backs up all files saved to the server.

Supplements to this policy may be provided by each department. Depending on the nature and severity of the offense, policy violations will result in loss of access privileges, disciplinary action, and/or criminal prosecution.

Please read the statement below and sign and date the form. Forward the completed form to your supervisor or manager.

I have read the University of Minnesota Auxiliary Services policy and have a clear understanding of the policy guidelines.

_______________________________    ___________________________
Employee Name-Printed or Typed    Department

________________________________    ____________________________
Employee Signature       Date