

New Mexico Highlands University (NMHU) Information Technology Services (ITS)

Information Technology Resources Policy:

Internet, Intranet, Email, Computer, And Networking Technologies Usage

1.0 Purpose

These Policies are for Internet, Intranet, Email, Computer, and Networking Technology usages.

1.1 Scope

This policy is limited to the university community for the use of information technology and data communication resources.

1.2 Duration:

Permanent

1.3 Effective Date: These policies were approved by the Board of Regents on June 23, 2005.

1.4 Objective:

The objective of this policy is to provide New Mexico Highlands University's community of students, faculty and staff with guidance on the proper use of the university's information technology resources, including, but not limited to, the internet, the intranet, email, computer, network technologies and supporting systems.

1.5 Definitions: As used in this policy:

A. access means the ability to read, change, or enter data using a computer or an information system;

B. equipment means computers, monitors, keyboards, mice, printers, and peripherals, routers, switches, hubs, networks, or any other information technology assets;

C. freeware or shareware means software that is available free of charge and available for downloading from the internet or any other supporting system. Freeware is protected by a copyright and is subject to applicable copyright laws;

D. information technology (IT) resources means computer hardware, software, databases, electronic message systems, communication equipment, computer networks, telecommunications circuits, and any information, device, or equipment that is used by NMHU to support education, programs, research, or operations that is generated by, transmitted within, or stored on any electronic media;

E. malicious code means any type of code, or program, who's intended to damage, destroy, take all resources or delete a computer system, network, file, data or IT resources;

F. pirated software means licensable software installed on a computer system for which a license has NOT been purchased or legally obtained;

G. security mechanism means a firewall, proxy, internet address-screening or filtering program, or other system installed to prevent the disruption or denial of services or the unauthorized use, damage, destruction, or modification of data and software;

H. sexually explicit or extremist materials means images, documents, or sounds that can reasonably be construed as:

- (1) discriminatory or harassing; or
- (2) defamatory or libelous; or

- (3) obscene or pornographic; or
- (4) threatening to an individual's physical or mental well-being; or
- (5) read or heard for any purpose that is illegal; and

I. user means any person authorized by a NMHU to access IT resources, including a student, faculty, staff, work-study or guest. A user for purposes of these policies does not include a person who accesses NMHU telecommunication resources offered by NMHU for use by the general public.

J. campus community means all students, faculty, staff and guest accounts;

1.6 Policy:

IT resources are important assets that NMHU use to improve external and internal communications and increase efficiency in business and strategic relationships. To encourage the effective and appropriate use of all IT resources, the following policies govern the use such resources:

- A. NMHU campus community and users are agreeing to comply with these policies and all other computer related policies.**
 - (1) All staff, faculty and work-study users shall sign an agreement indicating they have received and read this policy. See attached Appendix A: (NMHU Acknowledgement and Consent Form). Upon signing the agreement the original must be forwarded to human resources by the department within 5 days of signing. ITS will not issue a user account until this agreement has been completed.
 - (2) Each staff, faculty, and work-study signed agreement shall be kept on file for as long as the user is employed by, has a contract with, or otherwise provides services to the NMHU.
- B. For the purposes of this policy, IT resources usage includes but are not limited to all current and future internet/intranet communications services, the world wide web, voice over IP, file transfer protocol (FTP), TELNET, email, peer-to-peer exchanges, and various proprietary data transfer protocols and other systems and or services.**
- C. New Mexico Highlands University will undertake all prudent measures to secure any and all systems, services and user accounts.**
- D. Campus community, and all users shall respect the privacy of others users. Users must be aware, however, that IT resources can never be totally secure and NMHU cannot guarantee privacy.**
- E. While the university does not routinely monitor individual usage of IT resources, the normal operation and maintenance of the university's computing resources requires backup and storage of data and communications, logging of activity, monitoring of general usage patterns, and other such activities that are necessary for the rendering of IT resources.**
- F. The university may also specifically access and examine the account of any users, if necessary, to comply with federal or state law or if there is reasonable suspicion that a law or university policy has been violated and examination of the account is need to investigate the apparent violation. Requests for access based on reasonable suspicion must be approved in writing in advance by the cognizant vice president. Each request must specify the purpose of access and such access will be limited to information related to the purpose for which access was granted. If such access is being requested by a dean, director, or any other manager, access must be approved by the appropriate vice president. If such access is being requested by a vice president,**

access must be approved by the president. If such access is being requested by the president, access must be approved by the NMHU Board of Regents. The Regents' internal auditor is granted full and unrestricted access to all university records.

Accessing an employee's computer files for work-related, non-investigatory purposes (i.e., to retrieve a file or document needed while the employee remains employed) while the employee is away from the office is permitted and does not require authorization by a vice president as long as access is limited to work-related need. When an employee departs from NMHU, all work-related files remain the property of the university.

- G.** Communications and other documents made by means of university computing resources are generally subject to NM Inspection of Public Records Act to the same extent as they would be if made on paper. Information stored electronically may also be made available in administrative or judicial proceedings; therefore, all employees are urged to the same discretion and good judgment in creating electronic documents as they would use in creating written paper documents.
- H.** The university will disclose illegal or unauthorized activities to appropriate university personnel and/or law enforcement agency.
- I.** The use of all IT resources is a privilege and users shall conduct themselves in a manner consistent with appropriate, ethical, and lawful manner. All of NMHU's policies relating to intellectual property protection, privacy, misuse of state equipment, sexual harassment, sexually hostile work environment, data security, and confidentiality shall apply to the use of IT resources.
- J.** Due Process – Any disciplinary action taken as a result of any investigation is subject to due process.

1.7 Prohibited Use

NMHU IT resources shall not be used for anything other than furthering the education, research, and public service mission of the university and may not be used for commercial purposes or profit making.

- A.** No software licensed to the university nor data owned or licensed by the university shall be uploaded or otherwise transferred out of the university's control without explicit authorization from the President or his or her designee.
- B.** IT resources shall not be used to reveal confidential or sensitive information, client data, or any other information covered by existing university, state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Users who engage in the unauthorized release of confidential information via the university's IT resources, including but not limited to newsgroups or chat rooms, will be subject to sanctions in existing procedures associated with unauthorized release of such information.
- C.** Users shall respect the copyrights, software, licensing rules, property rights, privacy, and prerogatives of others, as in any other business dealings.
- D.** Users shall not download executable software, including freeware and shareware, unless it is required to complete their job responsibilities. All software must be approved by ITS prior to installation.

- E.** Users shall not use IT resources to download or distribute copyrighted material, pirated software or data, including music or video files.
- F.** Users shall not use IT resources to deliberately propagate any malicious code.
- G.** Users shall not use IT resources to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of the IT resources.
- H.** Unauthorized dial-up, wireless or any other technology to access the internet is prohibited from any device that is attached to any part of the NMHU's network. The university's IT resources shall not be used to establish connections to non-NMHU internet service providers without prior authorization in writing by Information Technology Services director.
- I.** Users shall not access, store, display, distribute, edit, or record sexually explicit or extremist material using NMHU IT resources.
 - (1)** In departments or offices where the display or use of sexually explicit or extremist materials falls within legitimate job responsibilities, a department's director may exempt a user in writing from the requirements of this subsection. The department issuing the exemption letter shall keep the letter on file at Human Resources for as long as the user is employed by, has a contract with, or otherwise provides services to the university.
 - (2)** The incidental and unsolicited receipt of sexually explicit or extremist material, such as might be received through email or any other technologies, shall not constitute a violation of this section, provided that the material is promptly deleted and neither stored nor forwarded to other parties.
- J.** Users are prohibited from accessing or attempting to access IT resources for which they do not have explicit authorization by means of user accounts, valid passwords, file permissions or other legitimate access and authentication methods.
- K.** Users shall not use NMHU IT resources to override or circumvent any security mechanism belonging to NMHU, or any other government agency, organization or company.
- L.** Users shall not use NMHU IT resources for illegal activity, gambling, or to intentionally violate the laws or regulations of the United States, any state or local jurisdiction, or any other nation.

1.8 Personal use of the Internet. (This policy only applies to faculty, staff and workstudy.)

Occasional and incidental personal use of the NMHU's IT resources and internet access is allowed subject to limitations. Personal use of the internet is prohibited if:

- A.** it materially interferes with the use of IT resources; or
- B.** such use burdens NMHU with additional costs; or
- C.** such use interferes with the user's employment duties or other obligations to the university; or
- D.** such personal use includes any activity that is prohibited under this policy.

1.9 Department Policies.

All departments shall implement this policy immediately upon its effective date. A department may not adopt additional department-specific IT resource usage policies.

Appendix A:

New Mexico Highlands University Information Technology Resources Policy: Internet, Intranet, Email, Computer, and Networking Technologies Usage Acknowledgement and Consent Form

I have read the Information Technology Resources Policy regarding Internet, Intranet, E-mail, Computer, and Networking Technologies Usage. I fully understand the terms of this policy and agree to abide by them. I realize that the NMHU ITS Department's security software, appliances or any other service may record, for uses stated above, the Internet address of any site that I visit, and keep a record of any network activity in which I transmit or receive any kind of file. I know that any violation of this policy could lead to appropriate disciplinary actions including but not limited to dismissal and/or criminal prosecution.

I understand that the Email system and any other IT resources are the property of NMHU and the State of New Mexico and are intended to be used primarily for furthering the education, research, and public service mission of the university and may not be used for commercial purposes or profit making.

I understand that NMHU reserves the right to access, review, and disclose information obtained through NMHU's IT resources at any time, in compliance with an official investigation as stated in herein.

I confirm that I have read this form and policies and fully understand the implications of its contents, and I have had an opportunity to ask questions. I also agree to abide by the terms of the Information Technology Resource Policy in this regard, a copy of which has been provided to me.

Printed Name _____

Acknowledgment _____ Signature Date _____

Please return completed form to your Supervisor Return Original Copy to Human Resources

cc: Personnel File