



### UPS 103.004

## COMPUTING RESOURCES USE POLICY

The computing resources at California State University, Fullerton, are provided for the use of Fullerton students, staff, faculty, consultants, auxiliary users, and contractors in support of the mission, goals and programs of the University. As a comprehensive university, California State University, Fullerton, encourages the use of these resources for the free exchange of ideas and information among all members of the campus community and with members of other institutions. Information Technology (IT) will ensure access to any Internet sites, software, file types, processes, or protocols unless they have been deemed to be in violation of applicable law or are judged to be detrimental to the security or proper functioning of the network and systems. All major changes to IT Policy that significantly affect campus academic users will be reviewed by the Academic Senate Information Technology Committee. Access is determined by authorized representatives of the University, including department heads, and is not transferable. Resources and accounts are the property of the University, and all users are expected to exercise responsibility and professional judgment in their use of resources. The following guidelines constitute University policy on computing resources use; departments may specify additional guidelines as necessary.

Any actual or suspected violation of these policies should be brought to the attention of the system administrator of the equipment or facility most directly involved. Violation of these guidelines may result in temporary loss of user privileges or user account. User consultation and notification shall be sought regarding loss of privileges. Violations will be dealt with in the same manner as violations of other University policies and may result in disciplinary review.

1. Login accounts are assigned for the individual use of a faculty, staff or student, and each is responsible for the proper use of this account. Adherence to professional ethics and standards is expected, and engaging in responsible use of the resources including the honoring of license agreements, copyright laws, and file confidentiality. Information Technology has the responsibility to establish and publicize appropriate process priorities, disk quotas, and password guidelines.
2. Specialized computer equipment and accounts shall be used only for the purposes for which they were assigned by the college, department, or academic unit responsible for the resources.
3. System administrators shall make every effort to ensure the privacy of users' programs and files. Programs and files are to be considered confidential unless they have been explicitly made available to other authorized users. System administrators may monitor system processes (usage, quotas and priorities) and access users' files when necessary, for example if the stability of the system is threatened, to ensure the security of the system, or for maintenance of the system.

4. Violations of this policy include but are not limited to negligent or intentional conduct that leads to degradation of systems or performance of the network, deprivation of authorized personnel to resources or access to any University computer system, or gains unauthorized access to system resources. In addition, abuse of computer or network resources at other sites through the use of California State University, Fullerton resources will be treated as though it occurred at the University. Knowledge of such activities by another user should be immediately reported to the system administrator of the equipment or facility most directly involved. Activities will not be considered misuse when authorized by appropriate University officials for security or performance testing.
5. Except as permitted by an authorized user, the configuration of a computer is not to be altered in any manner.
6. Computer resources must not be used to violate any state or federal law, or violate any CSU or University policy. Computer resources may not be used for any non-university commercial purpose.

**EFFECTIVE DATE: October 22, 2010**  
Supersedes: UPS 103.004 dated 3-12-1996  
and ASD 07-183  
and ASD 15-05, Effective Date remains 10-22-10

Source: Information Technology Committee 12-5-15  
Reviewed UPS 103.004 and no revisions recommended.