

Policy Statement

The University provides information technology resources, such as computing and networking, to the University community. It is the user's responsibility to properly use and protect those information technology resources, as well as comply with all University policies, state and federal laws, regulations, and contractual obligations.

Policy Requirements

Use of information technology resources owned or operated by the University imposes certain responsibilities and obligations. The University considers use of information technology resources to be a privilege that is granted on the condition that each member of the University community respects the integrity of information technology resources and the rights of other users.

Use of University information technology resources in a manner that violates the provisions set forth in this policy can lead to revocation of all access privileges as well as other disciplinary action, up to and including dismissal from the University.

Reason for Policy

This policy is designed to establish the acceptable and appropriate use of all information technology resources that support University business and its mission of education, research and service. Other uses are secondary.

Related Policy Information

Use of Resources

The University's information technology resources may not be used for unlawful or malicious purposes. For example, individuals may not:

- Attempt to damage or to degrade the performance of the University's information technology resources.
- Disclose his/her passwords to others.
- Unlawfully transmit or receive copyrighted material.

Please see the Appendix, Standards for the Acceptable Use of Information Technology Resources for further examples of behaviors and actions that violate this policy.

Expectation of Privacy

The University's Chief Information Officer (CIO) delegates responsibilities to authorized individuals to monitor users' data, programs, or any other activities to:

- perform routine maintenance,
- prevent damage to systems,
- ensure security, confidentiality, availability, and integrity of data and resources,
- ensure compliance with University policies, procedures, rules, or regulations as well as state and federal rules, regulations and laws, or as requested by authorized individuals.

Users of Michigan Tech's information technology resources are hereby notified that they should have no expectation of privacy in connection with the use of information technology resources beyond the provisions of this policy.

Contacts

Office/Unit Name	Telephone Number
Information Technology Services and Security	906-487-0099

Definitions

Information Technology Resources - All computers and electronic data storage, networking, transmission, and manipulation devices owned and/or controlled by any part of the University, including departmental computers and the University's information technology network facilities accessed by anyone from anywhere.

Users - Individuals, whether a member of the University community or not, who are granted access to the University's information technology resources and to all uses of those resources, whether on campus or from remote locations. Those individuals include, but are not limited to faculty, students, staff, and those working on behalf of the University, guests, and visitors.

Responsibilities

Dean/Department Chair/Director or Higher in Supervisory Chain of Command - Ensures protection of University information technology resources that are controlled exclusively within their department.

University Community/Users - Notifies an information technology support organization or supervisor immediately, if they may have unintentionally or inadvertently participated in or caused a violation of this policy, or if they suspect a violation.

Users - Properly uses and protects information technology resources that they have access to as well as comply with all University policies, state and federal laws, regulations, and contractual obligations.

Procedures

In support of this policy, the following procedures are included:

Procedure:
[Information Security Plan](#)

Forms and Instructions

In support of this policy, the following forms/instructions are included:

Forms:
[University Confidentiality Agreement](#)

Appendices

- [Standards for the Acceptable Use of Information Technology Resources](#)
- [Computer Fraud and Abuse Act](#)
- Digital Millennium Copyright Act (DMCA)
- [Family Education Rights and Privacy Act \(FERPA\)](#)
- [Gramm-Leach-Bliley Act for Disclosure of Nonpublic Personal Information \(GLBA\)](#)
- [Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- [Michigan Law: Act 53 of the Public Acts 1979](#)
- [Payment Card Industry Data Security Standards \(PCI DSS\)](#)

History

Adoption Date:	08/08/2001	
Amended:	08/10/2011	Rescinded chapter 10. Information Technology of the MTU Operating Procedures Manual and formatted policy to the University Policy and Procedure format.