DSU Computer Policy

Below is the information security policy for all university faculty and staff computer network users. This policy must be signed by all users.

The University’s information is one of its vital assets. The purpose of the Information Security Policy is to protect this asset by establishing employee responsibility for the security of the University’s information. This policy applies to all University full-time, part-time and miscellaneous wages employees. In support of its mission of teaching, research, and public service, Delaware State University provides access to computing and information resources for students, faculty, and staff, within institutional priorities and financial capabilities. The Policy for Responsible Computing at Delaware State University establishes guidelines for faculty, student, and staff use of the University's computing resources. It spells out the general principles regarding appropriate use of equipment, software, and networks.

In adopting this policy, the Institution recognizes that all members of the University are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty and system administrators to take a leadership role in implementing the policy and assuring that the University community honors the policy.

POLICY STATEMENT

A. All members of the University community that use the University's computing and information resources must act responsibly. Every user is responsible for the integrity of these resources. All users of University-owned or University-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements. It is the policy of Delaware State University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

B. Access to the University's computing facilities is a privilege granted to University students, faculty, and staff. Access to information resources may be granted by the owners of that information based on the owner's judgement and the University’s support of the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the University.
C. The University reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners—whether departments, units, faculty, students, or staff—may allow individuals other than University faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement; University policy; or any federal, state, county, or local law or ordinance.

D. **University computing facilities and accounts are to be used for the University-related activities for which they are assigned. University computing resources are not to be used for commercial purposes or non-University-related activities without written authorization from the University.** In these cases, the University will require payment of appropriate fees. This policy applies equally to all University-owned or University-leased computers.

E. Users and system administrators must guard against abuses that disrupt or threaten the viability of all systems, including those at the University and those on networks to which the University's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of University computing facilities, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as outlined in Delaware State University's Policy Manual, the Personnel Policies and Procedures for Professional and Salaried Staff, the Faculty Handbook, University’s collective bargaining agreements, and the Official Student Handbook and will also be considered under civil or criminal offenses.

**IMPLEMENTATION**

A. **Appropriate University administrators will adopt guidelines for the implementation of this policy within each unit** and regularly revise these guidelines as circumstances, including, but not limited to, changes in technology, warrant. The Administrator for University Computing shall, from time to time, issue recommended guidelines to assist departments and units with this effort.

B. **Alleged violations of this policy shall follow the judicial processes outlined in the Delaware State University Professional Employees Handbook, Delaware State University Conduct Code, Delaware State University collective bargaining agreements, and the Official Student Handbook.** Delaware State University treats access and use violations of computing facilities, equipment, software, information resources, networks, or privileges seriously and may also prosecute abuse under Title
11, 931-939 of the Delaware Code, the Computer Fraud and Abuse Act of 1986, or other appropriate laws.

I HAVE READ THE UNIVERSITY RESPONSIBLE COMPUTING POLICY AND WILL COMPLY WITH ALL CONDITIONS DURING ANY COMPUTING ACCESS TO AND FROM THE UNIVERSITY’S NETWORK AND COMPUTING FACILITIES.

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PRINT FULL NAME    SIGNATURE

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DATE

This Form MUST be signed before access is granted.