

AQUINAS COLLEGE

ACCEPTABLE USE POLICY

Functional Area: Information Technology Services

Audience: Campus Wide

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Scope

The Aquinas College (Institution) Acceptable Use Policy (AUP) provides the guiding principles for the use of resources provided by Information Technology Services (ITS) at Aquinas College. Users of Aquinas College Information Technology (IT) Resources are expected to be good stewards of these resources and to act in a responsible manner. Appropriate use of IT Resources allows the Institution to achieve its academic and research missions while maintaining a culture of openness, trust, and integrity within our digital spaces. All Aquinas College IT resource users are covered by this policy.

Policy Statement

Institution IT Resources must be used in accordance with applicable licenses and contracts and according to their intended use in support of the Institution's mission.

All users must comply with federal, state, and local laws, as well as Aquinas College policies when using Aquinas College IT Resources.

The following sections define the acceptable uses of Aquinas College IT Resources.

Acceptable Use: Employees and student employees -

Except for incidental personal use, as defined below, Aquinas College IT Resources must be used only to conduct the legitimate business of the Institution (e.g., scholarly activity, academic instruction, research, learning, and business operations.)

Incidental personal use must not interfere with the execution of job duties, does not incur cost on behalf of the Institution, and is not unacceptable as defined in the Unacceptable Use section below.

All hardware and software acquisitions for college-owned systems must be approved by Information Technology Services before acquisition. All technology and software-related

contracts must be reviewed by the Chief Information Officer and approved before execution by the Chief Financial Officer. Contracts are to be stored in the business office. Copies can be stored at the departmental level with prior approval of the business office.

Acceptable Use

Aquinas College students may use the AQNet networks for recreational and personal purposes to the extent that such use is not unacceptable as defined in the Unacceptable Use section below and does not adversely affect network service performance for other users engaged in academic, research, or official business activities.

Unacceptable Use

All users are prohibited from using Aquinas College IT resources in a manner that results in a violation of law or policy or potentially adversely affects network service performance. Examples of Unacceptable Use include, but are not limited to, the following:

- Activity that violates federal, state, or local law
- Unauthorized use of IT Resources for commercial purposes or personal gain
- Activity that violates any Institution's policy
- Harassment, libeling, or slandering other users
- Activities that lead to the destruction or damage of equipment, software, or data belonging to others or the Institution
- Circumventing information security controls of IT Resources
- Unauthorized copying or transmitting of copyright-protected materials
- Dissemination of unsolicited email
- Releasing malware
- Intentionally installing malicious software
- Impeding or disrupting the legitimate computing activities of others
- Unauthorized use of accounts, access codes, passwords, or identification numbers
- Unauthorized use of systems and networks
- Unauthorized monitoring of communications
- Acquisition of hardware/software not approved by the CFO & Information Technology Services.

This list is not complete or exhaustive. It provides examples of prohibited actions. Any user in doubt about the acceptable use of Aquinas College IT Resources should contact ITS for further clarification and assistance.

Policy Notification to End Users

Aquinas College Acceptable Use Policy (AUP) will be displayed on the home screen of all College-owned computers referencing the following text and link to this policy:

Use of this system constitutes agreement with the Acceptable Use Policy (AUP - see <http://www.aquinas.edu/policies>). By logging in, I understand that I am responsible for all of my computer activity while using Aquinas College network resources, and that any violation of the terms of the AUP may result in revocation of my access, disciplinary action, and/or legal action.

Policy Terms

Aquinas College IT Resources – Aquinas College-owned computers, networks, devices, storage, applications, or other IT equipment. “Aquinas College owned” is defined as equipment purchased with either Institution funding (including sources such as foundation funds, etc.) or sponsored funding (unless otherwise specified in the research agreement.)

Enforcement

ITS will be consulted on all accusations or suspicions of violations of the AUP. Violations of this policy may result in loss of Aquinas College system and network usage privileges and/or disciplinary action, up to and including termination or expulsion as outlined in applicable Aquinas College Employment policies and/or the Aquinas College Student Code of Conduct, as well as personal civil and/or criminal liability.

If a user suspects that they are a victim of a violation of this policy, then the violation may be reported directly to the Aquinas College ITS team by sending an email to security@aquinas.edu per the Incident Reporting procedures found in the Cyber Security Policy.

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Acknowledgment of Acceptable Use Policy

Procedure

Complete the following steps:

1. Read the Acceptable Use Policy.
2. Sign and date in the spaces provided below.
3. Return to Human Resources. Access to Aquinas computer systems will be denied until the signed agreement is received.

Signature

By signing below, I agree to the following terms:

1. I have received and read a copy of the "Acceptable Use Policy" and understand the same;
2. I agree to abide by the terms and conditions of this document when using Aquinas College-supplied equipment and/or software.
3. I understand that my Aquinas email address is the property of the college and will be terminated by the college if I am no longer an employee or student of the college.
4. I will return any technology equipment that was assigned to me if I depart from the college.

Signature: _____

Printed Name: _____

Date: _____