



Policy Number 5.3.1

Chapter: Finance

**Title: Acceptable Use of Information
Technology**

**Division/Department: Finance/Information
Technology**

Policy Administrator: Director of IT

Adoption Date: 3/2017

Revision Dates: 11/14/2018

1. PURPOSE

Computing and data systems, networks, equipment, and services at Auraria Higher Education Center (AHEC) are valuable and limited resources that serve a large number and variety of AHEC's employees, clients, customers and other users. Misuse of these resources can result in loss of integrity, functionality, speed, bandwidth and reliability, as well as violations of laws and other policies (such as those concerning conflicts of interest and privacy). The purpose of this policy is to establish what constitutes acceptable use of AHEC's Digital Resources in order to assure that they are available to everyone as needed for AHEC's business needs and to protect the employees and other users of information technology at AHEC.

2. DEFINITIONS

- 2.1. Digital Resources: All AHEC information technology components including, but not limited to, computer and information systems, hardware, software, networks, internet/ intranet/extranet-related systems, telecommunications equipment, operating systems, storage media, network accounts providing electronic mail, Web browsing, and file transfer protocols (FTP).
- 2.2. "Incidental Personal Use" is use that is infrequent, does not interfere with the normal performance of one's duties or the duties of another, does not unduly delay others' use, and does not cause the institution to incur additional costs. Such

use is restricted to approved users only and does not include use by family members or others not affiliated with AHEC.

3. POLICY

- 3.1. This policy applies to all users of AHEC Digital Resources, including, without limitation, AHEC employees, contractors, consultants, temporary staff, and other workers at AHEC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by AHEC.
- 3.2. All Digital Resources are the property of AHEC. These resources are to be used for AHEC business purposes. Digital Resources are not intended to create or constitute a public forum.
- 3.3. All electronic correspondence by AHEC employees may be a public record under the Colorado Open Records Act and may be subject to public inspection under C.R.S. § 24-72-203.
- 3.4. Users should be aware that the data they create on AHEC systems remains the property of AHEC. AHEC cannot guarantee the confidentiality of information stored on any network device belonging to AHEC or on any cloud storage administered by AHEC.
- 3.5. Users are responsible for exercising good judgment regarding the use of all Digital Resources and may be responsible for loss or damage.
- 3.6. For security and network maintenance purposes, authorized individuals within AHEC may monitor equipment, systems, and network traffic, including content, at any time.
- 3.7. AHEC may audit networks and systems to ensure compliance with this policy.
- 3.8. Incidental Personal Use of Digital Resources by users (such as email, Internet access, cell phones, computers, fax machines, printers, and copiers) is permitted only when it conforms to this policy. Storage of personal data on the Digital Resources must be nominal so as not to burden AHEC's servers and storage devices.
- 3.9. Digital Resources must not be used for any illegal or improper purposes, including:
 - 3.9.1. Copyright violations. This pertains to all copyrighted material, including, but not limited to, written works, recorded music, photographs, video and software.
 - 3.9.2. Harassing, stalking or intimidating others via email, social media, news groups or Web pages or any other means.

- 3.9.3. Initiating or propagating electronic chain letters.
- 3.9.4. Initiating or facilitating in any way mass unsolicited or unofficial electronic mailing (e.g., "spamming", "flooding", or "bombing").
- 3.9.5. Forging the identity of a user or other person or entity (e.g., phishing or catfishing).
- 3.9.6. Saturating a Digital Resource to the exclusion of another's use, for example, overloading the network with traffic such as mass emails or malicious (denial of service attack) activities.
- 3.9.7. Using AHEC's systems or networks for personal gain; for example, by performing work for profit using Digital Resources in a manner not authorized by AHEC.
- 3.9.8. Engaging in any other activity that does not comply with the general principles presented above.
- 3.10. Digital Resources may not be used for non-AHEC related commercial purposes such as operation of a business, sales of goods or services, etc.
- 3.11. Persons found using AHEC Digital Resources for illegal activities, commercial activities, excessive personal use, interference with legitimate use of network resources by others, or to download or forward potentially violent, discriminatory, and/or sexually explicit materials, may have their network access privileges revoked and may be subject to corrective and/or disciplinary action, up to and including termination. Evidence of illegal use of the network will be turned over to the appropriate authorities.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: _____

Approved by: _____

Chairperson of the Auraria Board