



ACCEPTABLE USE POLICY INFORMATION SYSTEMS

General Provisions:

The Virginia University of Lynchburg Information Systems include without limitation computers, computer networks, software, electronic mail (e-mail), facsimiles, Internet connectivity, telephones, voice mail systems, and all equipment associated or connected with any and all of the same (collectively called the “information systems”).

Virginia University of Lynchburg maintains information systems in support of the academic programs and administrative functions of the university. The following guidelines have been established to apply to all students and agents of the university, including but not limited to employees, non-paid volunteers, adjunct faculty and independent contractors. Virginia University of Lynchburg information systems, including e-mail and internet access, are intended to be used for university purposes only. This policy also applies to remote access users from off-campus.

Privacy Provisions:

Users of the university's information systems have no personal privacy rights with respect to content created, stored, received or sent from the university's information systems. Further, Virginia University of Lynchburg, or its designated authority, reserves the right to intercept, monitor, or record all information stored on its information systems and inspect activity to diagnose problems or identify security threats and/or violations.

The university employs reasonable measures to prevent loss of data and to attempt data restoration when applicable. However, Virginia University of Lynchburg makes no guarantee regarding the availability of data and refuses any liability in the event of data loss. As university property, any computer data is subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process. Consequently, employees and students should always ensure that the information contained in e-mail and other content is accurate, appropriate and lawful. Virginia University of Lynchburg, or its designated authority, reserves the right to disclose e-mail messages and other records to law enforcement or government officials or to other third parties, at its sole discretion, without notification to or permission from those creating or receiving the information.

Access to User Data:

Although Virginia University of Lynchburg reserves the right to inspect, monitor, copy or record all information, data, or other content within university information systems, all requests to access another user's restricted data, regardless of the format, must receive prior approval from the data owner or designated university appointees.

For this purpose, restricted data includes, but is not limited to files on one's "Home Directory" or "P Drive", protected files on the university network's "M Drive" or "H Drive", e-mail messages stored in one's personal e-mail box and any subordinate folders either residing on the messaging server or personal laptop or workstation, and files located in protected directories on one's personal laptop(s) or workstation(s). For this reason, all requests for access to a Virginia University of Lynchburg student's restricted data, without the owning student's consent, must at a minimum receive prior approval from both the Chief Operating Officer and the Director of IT.

Similarly, any such request for access to restricted data involving a Virginia University of Lynchburg employee, adjunct faculty, non-paid volunteer or independent contractor, without the owning party's consent, requires prior approval from both the Chief Operating Officer and the Director of IT and the Director of Human Resources.

At no time without exception are users or administrators, regardless of their standing within the University, permitted for any reason to gain unauthorized access to another user's stored data files, e-mail messages, or any other restricted content notwithstanding its format within any university information system. Failure to comply with the approval requirements shall not give the employee or student a right of action against the University, but may subject the person violating this requirement to disciplinary action, up to and including termination of employment.

Information Systems Misuse:

University information systems should not be used in a way which may constitute intimidating, hostile or offensive material on the basis of sex, gender, race, color, religion, national origin or disability. The university's policy against sexual or other harassment applies fully to its information systems, including e-mail and other Internet content.

The university's policy prohibiting use of university facilities, equipment and letterhead for partisan political purposes applies fully to its information systems, including e-mail and other Internet content. The university takes reasonable steps to ensure that its information systems are free of computer viruses, worms, Trojan horse programs, or other harmful components. Tools for checking and disinfecting disks are provided by Information Technology for all university-owned computers. Virginia University of Lynchburg is not responsible for damage to personally owned computers or the loss of data due to viruses, worms, Trojan horse programs, or other harmful components obtained through a Virginia University of Lynchburg computer system.

Unauthorized use of software or other copyrighted material is illegal and could result in legal action. Installation of university-licensed software on a personally owned computer is illegal unless permitted by the software license. Installation of non-university licensed software on university computers is permitted only with the prior consent of the Information Technology Department.

Abuse or misuse of the information systems, including without limitation e-mail and Internet, in any way, whether or not expressly set forth above, which would result in the detriment to the information systems, or which would in any way reveal or disclose nonpublic information, data, or materials of Virginia University of Lynchburg without express authorization, is strictly prohibited.

Locking Unattended Computer Screens:

If you leave your desk, log out or lock your computer. Desktop computers and other devices logged into University computer accounts must not be left unlocked and unattended in a way that risks access by an unauthorized user.

Unattended logged in computers create easy opportunities for unauthorized access to information and misuse of accounts, such as sending of bogus email messages purporting to come from the genuine account holder.

Computers and other equipment such as smartphones must never be left unattended and unlocked when logged into University IT accounts. Before being left unattended they should be logged out or locked.

All users, staff and research students especially, may have accounts with access to confidential information. It is therefore essential that the habit of routinely locking unattended screens is widely established. This may also be additionally by additionally secured screensavers to automatically lock and apply password protection after a time of inactivity.

Policy Violations:

Abuse of Virginia University of Lynchburg's information systems, through excessive personal use, or use in violation of law or university policies, will result in disciplinary action, up to and including termination of employment and/or enrollment. All persons to whom these guidelines are applicable, as stated above, are responsible for adhering to these rules. All supervisory personnel are responsible for ensuring that these policies are adhered to within their respective areas of responsibility.

All users of Virginia University of Lynchburg's information systems may report university policy or law violations to their immediate supervisor, representative faculty or school personnel, or directly to the Information Technology Department Help Desk at 434-4528-5276 or helpdesk@vul.edu

**Virginia University of Lynchburg reserves the right to modify the Information Systems Acceptable Use Policy without prior notice at its sole discretion.

INFORMATION SYSTEMS ACCEPTABLE USE POLICY

ACKNOWLEDGEMENT

I have received a copy of, read and understand Virginia University of Lynchburg's Acceptable Use Policy regarding the information systems that have been provided to me by the university, for my use. I understand that Virginia University of Lynchburg reserves the right at any time to examine, inspect, and/or monitor my use of university telephones, computers, computer networks, electronic voice mail systems, e-mail systems, Internet or World Wide Web (WWW) activity, or any other communications systems provided or owned by Virginia University of Lynchburg, at its sole discretion and without further notice to me, or permission from me.

I acknowledge and agree that any electronic files, records, and communications which I create or use on the information systems shall at all times remain subject to access, review or deletion by Virginia University of Lynchburg as set forth in such policy. I further agree that I will not install any electronic data or software that is not expressly authorized by Virginia University of Lynchburg. I have no expectation of privacy regarding communications created, received, stored on, or sent through Virginia University of Lynchburg's information systems and electronic communications systems, including without limitation e-mail and voice mail messages.

CURRENT VUL STATUS (Please Check All that Apply):

- Faculty, Adjunct, Staff, Student Employee
- Temporary
- Student

User Signature

Date

Printed Name