

Memo To: All UH-Downtown/PS Holders

UH-Downtown/PS 08.A.07

From: Max Castillo, President

Issue No. 1

Effective Date: 10/15/07

Subject: Computer Use Policy

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1. PURPOSE

This PS defines the policy for all users of the University of Houston-Downtown (UHD) computers, computing systems, computer resources, software components, and/or other related applications (hereinafter collectively referred to as “Computing Systems”).

2. DEFINITIONS

2.1 Incidental personal use: Incidental personal use is defined as occasional personal use of minimal time and duration, which results in no additional cost to UHD.

3. POLICY

3.1 The University of Houston-Downtown Computing Systems exist to provide computing services to the UHD community in support of instruction, research, and other educational and work-related activities within its mission.

3.2 UHD Computing Systems should be used in a manner that is consistent with the instruction, research, and other educational activities within UHD’s mission.

3.3 Incidental personal use of UHD’s Computing Systems is an exception to this general rule. Incidental use of UHD’s Computing Systems must not interfere with assigned job duties and responsibilities or be in violation of existing University of Houston System or UHD policies, or applicable state or federal law.

3.4 Users have the responsibility to use UHD’s Computing Systems in an effective, efficient, ethical, and lawful manner. The ethical and legal standards that are to be maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource.

3.5 UHD’s Computing Systems are a state resource and should not be used by unauthorized personnel or for personal or corporate profit.

3.6 As a condition of use of UHD’s Computing Systems, the user agrees to:

- a. Respect the intended usage for which access was granted. Examples of inappropriate use may include the use of UHD’s Computing Systems for purely recreational purposes, the production of output that is unrelated to the objectives of the project, and in general, the use of computers simply to use computing resources. Inappropriate use may also include engaging in deliberately

wasteful practices such as unnecessarily printing, downloading, or transmitting large files.

- b. Respect the rights of other users. For example, users should not use UHD's Computing Systems in a manner that interferes with the efficiency and productivity of other users.
- c. Exercise discretion and best judgment in deciding what to include in or attach to an email and to whom it should be sent. Emails sent, received or stored on computers owned, leased or administered by UHD may be subject to required public disclosure under the Texas Public Information Act.
- d. Exercise discretion and best judgment when sending unsolicited e-mails. Sending unsolicited emails that are not work related may be a distraction to the recipient and could serve as a depletion of UHD resources. Additionally, emailing unsolicited or unwelcome messages could, in certain circumstances, be considered a violation of UHD policy or even a violation of law.
- e. Abide by all other applicable University of Houston System and UHD policies and procedures related to the use, maintenance, and/or security of UHD's Computing Systems. Such policies include, but are not limited to, applicable University of Houston System Administrative Memoranda, UHD Policy Statements, and UHD Information Technology policies such as the UHD Information Security Handbook.

4. PROCEDURES

- 4.1 Messages sent to all UHD e-mail users (**DT_All_Users**), require vice presidential level (or designee) approval.
- 4.2 When responding to messages, users should exercise caution before selecting the **Reply All** option. **Reply All** should not be used without vice presidential level (or designee) approval when responding to messages sent to all UHD users (**DT_All_Users**).
- 4.3 Ongoing or serious problems regarding electronic mail should be reported to the Vice President for Employment Services and Operations.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party: (Reviewer): Associate Vice President for Information Technology

Review: Every three years on or before March 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

This is the first issue of this policy.

8. REFERENCES

UHD Information Security Handbook