



**SECTION: TECHNOLOGY SERVICES INDEX: G-2**  
**SUBJECT: ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES**

UNIVERSITY OF HOUSTON - VICTORIA

## **POLICY**

Technology Services (TS) provides services and resources to the faculty, staff and students of UH-Victoria. All users have the responsibility to use the campus' computing systems, software, technology equipment, and available network resources 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. The campus computing facilities are a state resource and should not be used by unauthorized personnel or for personal or corporate profit.

### **Conditions of Use**

The following conditions apply to all users of technology resources, including local and wide area network resources.

- Users must respect the privacy of other users' files, accounts, and passwords.
- Each computer account is assigned to a single individual who is accountable for the activity on that account. Account holders are encouraged to change their passwords frequently to ensure the security of their accounts.
- Users must respect the legal protection (copyright) of software and data. For example, users shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
- Users must respect the intended usage for which access was granted, and the integrity of technology resources. Users must respect the shared nature of technology resources, and the rights of other users.

Violations of any of these conditions are certainly unethical and may be violations of school policy or criminal offenses.

### **Reporting Violations**

Users should report to a TS manager, or to the individual in charge of their technology resource, information they may have concerning instances in which the above conditions have been or are being violated.

When possible violations of these conditions of use are reported or discovered, TS managers reserve the right to begin an investigation of possible abuse. TS managers, with due regard for the rights of privacy and other rights of users, have the authority to examine passwords, files, accounting information, printouts, or other material that may aid the investigation. Users, when requested, are expected to cooperate in such investigations. Failure to do so may be grounds for cancellation of access privileges. While an investigation is in progress, in order to prevent further possible unauthorized activity, a TS manager may suspend the authorization of computing services to the individual or account in question.

When possible unauthorized use of technology resources is encountered, the TS manager shall notify the user. The user is expected to take remedial action or to indicate that such use should be permitted. Should unauthorized use continue after notification of the user or should differences of opinion persist, these shall be brought to the attention of the TS Director for recommendations on further action. Upon the recommendation of the TS Director, TS managers may impose limitations on continued use of computing resources. Confirmation of unauthorized use of the computing facilities may also result in disciplinary review, as outlined in the following policies:

Employee Standards of Conduct, (C-8)

Discipline and Dismissal of Regular Staff Employees, (C-14)

Employee Grievances (C-21)

Academic Sanctions and Appeals (Student Handbook)

The disciplinary review could lead to expulsion from the institution, termination of employment, and/or legal action.

### **Incidental Computer Use**

Incidental personal use of technology resources is an exception to the general prohibition against the use of university equipment for anything other than official university business. Incidental use is defined as occasional personal use, of minimal time and duration, and results in no additional cost to the university. Incidental use must not interfere with assigned job responsibilities or be in violation of existing security and access rules.

Approved by:

Signature Obtained      07/23/13

Philip Castille, Ph. D.      Date

President

Next review date: July, 2016

Origination: Technology Services

[http://www.uhv.edu/fin/policy/Policies\\_Procedures\\_it.aspx](http://www.uhv.edu/fin/policy/Policies_Procedures_it.aspx)



UNIVERSITY OF HOUSTON - VICTORIA

## External User Account Application

Please scan and email completed forms to [appsrv@uhv.edu](mailto:appsrv@uhv.edu) for processing

External user accounts are only granted at the request of a University department for individuals who have a working relationship with the University and/or a specific need to access University resources.

Applicant's Name  
(including middle initial): \_\_\_\_\_

Job Title or Position: \_\_\_\_\_

Name of Business or Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Access Begin Date: \_\_\_\_\_ Access End Date: \_\_\_\_\_

Please indicate below the intended use for the account:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to use this account in accordance with the UH-Victoria Computer Usage Policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UHV Department or School Name Sponsoring Account: \_\_\_\_\_

UHV Department Head or Dean's Printed Name: \_\_\_\_\_

UHV Department Head or  
Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Technology Services Use Only

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Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Account Userid: \_\_\_\_\_ Completed By: \_\_\_\_\_

Add:  UHV domain account  Personal Share  E-mail Distr. Lists

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