



UNIVERSITY POLICIES

Section 800: Information Technology

Policy Number: 803.0 Acceptable Use Policy

New: Revised:



803.3 Definitions

- 1. **UNIT:** An operational entity such as a school, division, or department.
- 2. **USERS:** Includes but is not limited to students, faculty, staff, contractors, agents, representatives, and visitors accessing, using, or handling OU information technology resources.
- 3. **SENSITIVE INFORMATION:** Information that is protected against unwarranted disclosure. Protection of sensitive information may be required for legal, ethical, privacy, or proprietary considerations. Sensitive information includes all data that contains: Personally Identifiable Information, Protected Health Information, student education records, card holder data, or any other information that is protected by applicable laws, regulations, or policies. (See the Otterbein Personally Identifiable Information Policy.)

803.4 Procedure 1. User Privacy

- a. Users of Otterbein University information technology (IT) resources have no right to privacy attendant upon their use of University IT resources, nor should they have any expectation of privacy in their use of such resources.
- b. As required by state law, Otterbein University hereby notifies users that email may be viewed as a public record and open to public inspection under the Ohio Open Records Act (Section 149.43 of the Ohio Revised Code)--unless the email is covered by an exception to the Act, by containing personally identifiable information, proprietary information, or (s)-1 (v Td[(e)4 (d bys. 13.-or)c -0I (m)-T)-9 (ds)-1 -69.25 -1.15y)2 (hini)-12(d b) (/ P h 2) - i r c T J



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- f. Monitor access to their accounts (If a User suspects unauthorized activity or that their account has been compromised, they must report the compromise to ITS and change passwords immediately.)
- g. If you have administrator rights to a machine, install, use, and regularly update virus protection software
- h. Use only supported and patched applications and operate them only if they are supported by the organization.



- c. Incidental or casual personal use of these resources is permitted by this policy, except when such use:
 - i. Is excessive or interferes with the performance of the User's University responsibilities.
 - ii. Results in additional incremental cost or burden to University



party, committee, agency, or candidate for political office. This does not prohibit use of University resources to discuss or examine political topics or issues of public interest, so long as such use does not advocate for or against a particular party, committee, agency, or candidate.

8. Violations of Policy

Student violations of this policy, such as computer time/theft/abuse (as included in the Campus Life Handbook located on the student conduct page), will be addressed through the Student Affairs Office.

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