Information Systems Usage

FT_IT_UT_50

Responsible Officer
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Responsible Office
IT
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Policy Statement

CU recognizes that use of the Internet and email is necessary in the workplace, and employees are encouraged to use the Internet and email systems responsibly, as unacceptable use can place CU's security at risk. This policy outlines the guidelines for acceptable use of CU's technology systems.

Policy Procedures

CU has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and email, in an appropriate, ethical and professional manner.

Confidentiality and Monitoring

All technology provided by [Company Name], including computer systems, communication networks, company-related work records and other information stored electronically, is the property of CU and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. CU reserves the right to examine, monitor and regulate email and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external email, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use

CU employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and email use is for job-related activities; however, minimal personal use is acceptable.

Employees may not use CU's Internet, email or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or email—are forbidden.

Copyrighted materials belonging to entities other than CU may not be transmitted by employees on the university's network without permission of the copyright holder.

Employees may not use CU's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited email to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of CU is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's Internet and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. CU's corporate identity is attached to all outgoing email communications, which should reflect corporate values and appropriate workplace language and conduct.