

# Computers and Internet Usage

## FT\_IT\_UT\_25

Responsible Officer  
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Responsible Office  
IT  
Approving Body  
Board of Trustees  
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### Policy Statement

CU provides various technology workstation resources (e.g. desktop computer, internet access, laptop computer, tablet, video camera, camera, cell phone, etc.) to employees based upon their role at the University. The workstation resources are considered the property of the University and should primarily be used for University purposes.

### Policy Procedures

No unauthorized software is to be loaded or downloaded on any of the University computers. If there is software that you need, you may request it through the Chief Information Officer (CIO), and the appropriate decision will be made. The decision will be communicated to you in writing.

It is inappropriate to play games or browse the internet (unless job related) during scheduled work hours. Please log-off the network in the prescribed manner, especially at the end of the work day. Never stay logged on to your computer overnight, and do not turn off your computer without logging off the network.

Participation in illegal P2P (peer-to-peer) file-sharing networks is prohibited. This applies to university-owned and personally-owned computers connected to the CUNet. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities.

The CIO issues updated policies from time to time in order to keep up with the constantly changing field of technology. Those policies must be adhered to and are extensions of this policy manual.