

POLICY NO. 208.2

ISSUE DATE: May 13, 1997	POLICY: Information Technology
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REFERENCE:	
APPROVED:	
/s/ Jerry A. Aspland	

I. Policy Statement

Access to the California Maritime Academy's (the Academy) campus information and information technology resources is a privilege granted to students, faculty, and staff. All users of the Academy's computing, communications, and information resources must act responsibly.

The Academy's information technology resources are provided to support the Academy's mission of education, research and service. To ensure that these resources are used effectively to further the Academy's mission, each user has the responsibility to:

- use the resources appropriately and efficiently
- respect the freedom and privacy of others
- protect the stability and security of the resources; and to
- abide by established Academy policies, procedures and applicable laws.

Use of Academy information technology resources are strictly prohibited for:

- non-Academy commercial activities
- personal or political gain
- private or otherwise unrelated Academy business or fundraising, and
- unauthorized use of the Academy's name or symbols
- as a vehicle for academic cheating or plagiarism in any form
- harassment of individuals, groups, or organizations (California State Penal Code Section 653m). It is a violation of this policy to use electronic means to harass, threaten, or otherwise cause harm to individuals or groups, whether by direct or indirect reference.
- defamation or slander of other person, groups, or organizations.

The Academy reserves the right to limit, restrict, or extend computing or communication privileges and access to its information resources.

This policy applies to access to all platforms, systems, and applications at the Academy. See the table of contents for additional guidance in specific areas.

II. Principles

Information technology resources are provided to further the mission of the Academy. To provide the maximum freedom to pursue that mission, the Academy relies on the integrity and responsibility of each of their members

Members of the Academy's community are responsible for respecting the rights of other users and the access to the resources provided them.

It is the policy of the Academy not to monitor individual usage of any general facility. However, the Academy reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation and as necessary to evaluate and maintain system efficient. The Academy has the right to use information gained in this way in disciplinary or criminal proceedings.

III. Deployment

See Policy 208.1, *Access to Computer Resources* for definitions on controlling access to resources.

Gaining access to the Academy information technology resources does not imply the right to use those resources (e.g. use of all data on the system, access to private files, etc.). It is the policy of the Academy not to monitor individual usage of any general facility. However, the Academy reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation and as necessary to evaluate and maintain system efficiency. The Academy has the right to use information gained in this way in disciplinary or criminal proceedings.

It is the responsibility of all users of Academy information technology resources to report irresponsible use. All violations of this policy should be reported to the information technology department.

Infractions of the responsible use policy may lead to loss of access to Academy information technology resources, Academy disciplinary action under the California State University (CSU) disciplinary policies and procedures, private civil action, and/or criminal charges.

IV. Technical Architecture

See Policy 208.1, *Access to Computer Resources* for definitions on controlling access to resources. The information technology department will implement software and hardware to monitor access and use of the Academy's information technology resources.

V. Monitoring

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Owners of information technology resources are responsible for monitoring the access and use of their respective information technology resources. Information technology will assist in the implementation of tools and reports to assist in this task.

VI. Documentation Requirements

All access requests and signed acknowledgments will be maintained and kept by the system owners. Violations of this responsible use policy will be documented and recorded by the information technology department.

VII. Definitions

Non Academy Persons: Contractors, vendors, customers, or affiliates.

Owner: A designated person who is responsible for system and user administration functions including system maintenance and add/change/delete access granted.

VII. Other References

Computer Policy on Privacy
Use of E-Mail on Campus, Policy 208.13
Access to Campus Information Technology Resources, Policy 208.1
4-Cnet Acceptable Use Policy