



Allen University Acceptable Use of Information Technology

INTERNET USE

The Internet should not be used for personal gain, the advancement of personal views, or the solicitation of non-University business.

Use of the Internet must not disrupt the operations of the University network or the networks of other users. Internet use must not adversely impact employee productivity.

Downloading or viewing any material that, in the university's sole determination, is inappropriate or pornographic is strictly prohibited, and is grounds for corrective action, up to and including termination. Users' use of the Internet may be monitored.

Never engage in any activity that might be harmful to University systems or to any information/data stored on them, such as:

Creating or propagating viruses, worms, Trojan horses.

Using unauthorized peer-to-peer file sharing (Limewire, BearShare, BitTorrent, Kazaa, etc).

Playing or downloading games, music, or videos that are not in support of University functions (MyspaceIM, pornographic material, mp3s, movies, etc.).

UNIVERSITY USE OF SOFTWARE, HARDWARE, EQUIPMENT, AND NETWORK

Unauthorized usage, including, but not limited to copying and distributing, of copyrighted materials is strictly prohibited; all copyright and other intellectual-property rights and laws should be adhered to.

Destruction of or damage to equipment, software, or data belonging to others is strictly prohibited.

All equipment issued by the University is the property of the University, and should not be used for personal uses, unless authorized by the management.

Equipment should be ordered using the University's policy for purchases.

Employees are responsible for ensuring that all equipment issued is properly maintained and secured. Employees are responsible for ensuring the confidentiality of information stored on equipment issued to them.

Employees may be held financially liable for any damages to equipment issued to them by the University.



Employees are responsible for all property, materials, and electronic and written information issued to them, or accessible to them from the University."