Purpose
The purpose of this policy is to outline the acceptable uses of computing and information technology resources for Tiffin University (TU) community. This policy outlines the standards for acceptable use of University computing and information technology resources that include, but are not limited to, equipment, software, networks, data, and telecommunications equipment whether owned, leased, or otherwise provided by TU (this includes privately-owned computing devices connected to the University networks and vendor-provided IT systems supporting the University mission). This policy is intended to reflect the University's commitment to the principles, goals, and ideals described in the TU Mission Statement and to its core values.

Coordination with Other Policies and Law
Users of information technology resources at Tiffin University are subject to applicable federal, state, and local laws, applicable contracts and licenses, and other university policies, including those for Human Resources, and student handbooks, and notably those policies governing copyright and intellectual property compliance. Users are responsible for ascertaining, understanding, and compliance with the laws, rules, policies, contracts and licenses applicable to their particular uses. Any case of policy conflicts will be addressed by the policy review process.

Access to and Expectations of Persons Using Information Technology Resources
It is the policy of TU to maintain access for its community to local, national and international sources of electronic information sources in order to provide an atmosphere that encourages the free exchange of ideas and sharing of information. TU maintains a variety of information technologies for use as resources for people, catalysts for learning, and increased access to technology and an enriched quality of learning. Access to this environment and the University's information technology resources is a privilege and must be treated with high ethical and legal standards.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, each individual user has an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources and data for which you have authorization and only in the manner and to the extent authorized.
- Use computing and information technology resources only for their intended purpose.

- Protect the confidentiality, availability, and integrity of computing and information technology resources, including data.
- Abide by applicable laws and University policies and all applicable contracts and licenses and respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Respect the finite capacity of resources and limit use so as not to consume an unreasonable amount of resources or to interfere unreasonably with the activity of others.
- Practice safe computing when using information technology resources.
- Notify ITS upon discovery than an assigned information technology resource has been accessed, attempted to be accesses, or is vulnerable to access by unauthorized users.
- Users are responsible for activity resulting from their assigned information technology resources.

Access to TU information technology and computing resources is a privilege granted to authorized users of Tiffin University. The extension of these privileges is predicated on the user's acceptance of and adherence to the corresponding user responsibilities detailed in this policy. The University reserves the right to limit, restrict, or extend access to information technology resources.

Applicability
This policy applies to all users of TU computing and information technology resources including faculty, staff, students, alumni, guests, external individuals or organizations and individuals accessing internal and external network services.

Acceptable Use
In general, the TU community shall use University information technology resources in connection with the University's core missions. Under no circumstances shall members of the University community or others use University information technology resources in ways that are illegal, that threaten the University's reputation, or that interfere with reasonable use by other members of the University community.

Sanctions for Violations
Any member of the TU community found using computing and information technology resources in violation of this policy may be denied access to university computing resources and may be subject to disciplinary action, both outside and within the university, including, without limitation, suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate.

Security and Privacy
Tiffin University strives to ensure the appropriate integrity, availability, and confidentiality of information and information technology systems. To that end, TU endeavors to provide secure computing environments, where appropriate, to manage risk to an acceptable level. Users shall have no inherent expectation of privacy for information stored on and transported through TU information technology resources,

except as provided by federal and state law and other University policy. TU will continue to invest in processes and resources to maintain individual privacy, but the university will not be liable for the failure of these privacy efforts. While the university does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the university's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and network ports for anomalies and vulnerabilities, and other such activities that are necessary for the rendition of service.

Review of the Policy
This policy may be assessed from time to time to reflect changes to TU information technology resources and/or changes in legal statutes that impact information technology resources, copyright, or other intellectual property issues. The Chief Information Officer is responsible for determining when the policy needs to be reviewed and the process for review and revision.

Approved by TAC on February 25 2019