

**UW REGULATION 3-690**  
**Proper Use of Computing and Data Communications Facilities**  
**Operated by the Division of Information Technology**

**I. AUTHORIZATION TO USE COMPUTING, TELECOMMUNICATIONS AND DATA COMMUNICATIONS FACILITIES**

Authorization to use and to connect to computing, telecommunications and data communications facilities (“Facilities”) is granted to students, faculty, and staff of the University of Wyoming for specified purposes. It is the responsibility of individuals to protect their access privileges, including any access codes or passwords, so that they are not used by any unauthorized persons.

**II. ACCESS TO STUDENT INFORMATION**

Access to and dissemination of official student data or information is governed by the Family Educational Rights and Privacy Act (FERPA).

**III. PROPER USE OF THE FACILITIES**

The facilities of the University are supported by State funds and are intended to be used primarily for University related work that support teaching, learning, research, and service, including University administrative functions and student activities consistent with the University’s mission. Proper use includes using the facilities for homework, class projects, sanctioned research projects, and business operations of the University. Each user is responsible for his or her actions and, like any other University-related activity, proper use of University information technology resources is subject to applicable state and federal laws and University Regulations.

**IV. INCIDENTAL PERSONAL USE**

Incidental personal use of the University’s technology resources is allowed. Incidental personal use of University technology resources must comply with all applicable University policies, must not be used for commercial purposes, and must not conflict with the mission or interests of the University. Under no circumstance may incidental personal use involve violations of any laws or University Regulations. Incidental personal use must not interfere with the fulfillment of an employee’s University responsibilities. The employee’s supervisor may require the employee to cease or limit any incidental personal use of University or non-University technology resources that hamper the employee’s job performance. Using technology resources in the work environment in any manner that results in conduct that is inappropriate to the workplace will be addressed as an employee performance issue.

## **V. IMPROPER USE OF THE FACILITIES**

Improper use includes, but is not limited to, use for personal gain; use which intentionally interferes with legitimate use by others; and, use which is threatening to others, including but not limited to, sexual harassment, cyber bullying, cyber stalking, cyber harassment, and cyber threats.

## **VI. SOFTWARE PIRACY**

Making unauthorized copies of computer software or unauthorized downloads is an infringement of Federal copyright laws and is almost always in violation of a license agreement. Such violations can result in large costs to the University and significant fines to the individuals involved. Any indication of software piracy may be investigated, in accordance with applicable laws and University Regulations.

## **VII. PRIVACY**

Although data or information stored in University facilities is University property, it is generally considered an electronic extension of an individual's personal work or learning space. It cannot be inspected, copied, or otherwise tampered with unless permission is given by the owner, except during administration of the facilities by Information Technology, as demanded by due process of law, or as determined to be in the best interests of the University. Users should understand that uses of information technology resources or non-University devices over the University network are not completely private. Normal operation and maintenance of the University's technology resources require backup of data and communications, logging of activity, monitoring of general use patterns, and other similar activities that are necessary to provide service.

## **VIII. APPLICATION**

This Regulation applies to all users of University technology resources or network, whether affiliated with the University or not, and to all uses of the University's technology resources whether on campus or from remote locations. Furthermore, members of the University using non-University technology resources or mobile devices when conducting University business or other University matters shall comply with this Regulation for proper and responsible use.

## **IX. INVESTIGATING SUSPECTED IMPROPER USE**

Information Technology may investigate any complaint or indication of misuse of University facilities. During an investigation, only authorized University personnel and, as appropriate, law enforcement personnel, may review data, programs, computer activity traces, backup information, or records (including

telephone and email records) which are pertinent to the investigation. During an investigation of improper use, any person implicated may be denied access to the facilities.

## **X. REMEDIES**

Any hearing, appeal or disciplinary action which results from misuse of the facilities will be conducted according to UW Regulations. In addition to the administrative actions provided by the UW Regulations, any suspected violation of a state or Federal law will be referred to the appropriate law enforcement agencies for independent investigation.

### **Source:**

University Regulation 690; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 9/12/14 Board of Trustees meeting