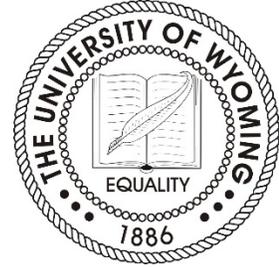

UNIVERSITY OF WYOMING REGULATIONS

Subject: Proper Use of Computing and Data Communications Operated by
Division of Information Technology

Number: UW Regulation 8-1



I. PURPOSE

The University of Wyoming maintains and operates technology systems and resources to support its administrative, research, instructional and service functions. This policy serves to assure the optimum functioning of these information technology systems and resources to protect them from abuse and from unlawful or other misuse.

II. DEFINITIONS

- A. **FERPA:** The Family Educational Rights and Privacy Act is a federal privacy law that protects the rights of student education records.
- B. **HIPAA:** The Health Insurance Portability and Accountability Act of 1996 is a federal privacy law that governs the standards for protecting sensitive medical patient data.
- C. **Technology Resources:** Any and all University computing devices and electronic means used to create, store, access, transmit and use data, information or communications, including but not limited to computing, telecommunications and network.

III. POLICY

Authorization to use and to connect to University technology resources (“Resources”) is granted to students, faculty, and staff of the University of Wyoming for specified purposes subject to all applicable University policies and procedures. It is the responsibility of individuals to protect their access privileges and electronic accounts, including any access codes or passwords, so that they are not compromised or used by any unauthorized persons

IV. ACCESS TO STUDENT INFORMATION

Access to and dissemination of official student data or information is primarily governed by FERPA as well as other applicable Federal and state privacy laws.

V. PROPER USE OF THE RESOURCES

The technology resources of the University are supported by State funds and are intended to be used primarily for University related activities that support teaching, learning, research, and service, including University administrative functions and student activities consistent with the University's mission and learning environment. Proper use of University technology resources is subject to applicable State and Federal laws and University Regulations.

VI. INCIDENTAL PERSONAL USE

Incidental personal use of the University's technology resources by students and employees 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 and violations may lead to disciplinary action, up to and including termination.

VII. IMPROPER USE OF THE RESOURCES

Improper use includes, but is not limited to, use for personal gain; use which intentionally interferes with legitimate use by others; use which infringes upon intellectual properties such as copyright, patents and trademarks; and use which violates any law or University Regulation, including but not limited to, pornography, gambling, sexual harassment, bullying, stalking, harassment, and threats. Except as otherwise authorized, University business email and list serves shall not include political endorsements; messages of support or opposition for state legislative, congressional or agency action; or commercial advertising, solicitations, or promotions. See Presidential Directive 1-2009-1 (University Government Relations).

VIII. 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.

IX. UNIVERSITY WEBSITES

The creation and administration of official University websites shall conform to applicable University policies and procedures.

X. PRIVACY

The University recognizes the importance of privacy and adheres to any applicable state or Federal privacy law, including but not limited to FERPA, HIPAA and the Wyoming Public Records Act. However, the contents of all storage media owned or stored on University computing and related technology resources are the property of the University and may be monitored and inspected as outlined below. Individuals should be aware that email records may be subject to disclosure under the Wyoming Public Records Act and/or the Freedom of Information Act.

A. Operational use

Normal operation and maintenance of the University's technology resources require backup of data, logging of activities, monitoring of general use patterns, and other similar activities that are necessary to provide service. To provide service and for other operational needs, Information Technology may monitor and inspect technology resources, including storage media owned or stored on University computing and related resources. This type of operational monitoring and inspecting does not include reviewing the content of any individual's records, including email communications.

B. Investigations of resource misuse

Information Technology may investigate any complaint or indication of misuse of any University technology resource. During an investigation of misuse, only the General Counsel and authorized University personnel designated by the Vice President for Information Technology may review information related to the investigation. The content of an individual's records will not be reviewed by Information Technology under this section. If the review of the content of an individual's records is required then it must be authorized under Section X.C. During an investigation, the individual suspected of misuse may be denied access to UW's technology resources. Investigations under this section may take place at any time, without notice.

C. Other investigations

An investigation of an individual's records, including email communications, may be conducted when there is an indication of criminal activity, activity that violates a UW Regulation, or when an investigation is determined to be in the best interest

of the University. Only the Vice President of Information Technology, with notice to or in consultation with the Office of General Counsel, may authorize an investigation under this section. Investigations under this section may take place at any time, without notice.

XI. 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.

XII. 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.

Responsible Division/Unit: Division of Information Technology

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 690; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Revisions adopted 6/15/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 3-690, now UW Regulation 8-1

Revisions adopted 11/15/2018 Board of Trustees meeting