

**UW REGULATION 3–690**  
**Proper Use of Computing, Telecommunications, Network and Other  
Technology Resources Operated by the Division of Information  
Technology**

**I. AUTHORIZATION TO USE COMPUTING, TELECOMMUNICATIONS,  
NETWORK AND OTHER TECHNOLOGY RESOURCES**

Authorization to use and to connect to computing, telecommunications, network and other technology resources (“Resources”) 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 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.

**IV. 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.

**V. 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; and, use which violates any

law or University Regulation, including but not limited to, sexual harassment, bullying, stalking, harassment, and 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**

The University recognizes the importance of privacy and adheres to any applicable state or Federal privacy law. 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 authorized University personnel designated by the Vice President of Information Technology, may review information related to the investigation. The content of an individual's records will not be reviewed under this section. If the review of the content of an individual's records is required then it must be authorized under Section VII 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.

## **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. 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:**

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