Information Technology Resources Policy

1. PURPOSE

The purpose of the Concordia University Chicago (CUC) Information Technology Resources Policy is to set the standard of conduct acceptable for the CUC community when utilizing university technology resources. Information technology resources (IT Resources) are essential tools in higher education, and this policy establishes requirements for the use of these resources to ensure confidentiality, integrity, and availability for their use in accomplishing the University's mission. This policy is supplemented by all other University policies and procedures governing the conduct of students, faculty, and staff.

2. APPLICABILITY

All users of university IT resources are responsible for using these resources in compliance with this policy. Any person accessing any technology resources shall be bound by this policy, and by their use, agree to be bound by this policy.

3. USE OF INFORMATION TECHNOLOGY RESOURCES

3.1 ACCEPTABLE USE

Acceptable use includes, but is not limited to, respecting the rights of other users, avoiding actions that jeopardize the integrity and security of information technology resources, and complying with all pertinent licensing and legal requirements. Users agree and accept the following:

- To adhere to the CUC Student Code of Conduct and Employee Handbook when using technology
- Use technology resources in accordance with the university's mission, vision, and core values
- Respect all applicable laws, regulations, CUC policies, contractual agreements, and licensing agreements
- Only use technology resources that they are authorized to use, in the manner they are authorized to do so
- Only use accounts, passwords, and authentication credentials that they have been authorized to use in their role at the university
- Protect their university account and password from unauthorized use
- Only share data with others as allowed by applicable policies and procedures, and dependent on their assigned role
- Comply with intellectual property rights and copyright laws
- Accept responsibility for the content of their personal communications, which may be subject to any personal liability resulting from that use

Access to IT Resources is a privilege and continued access is contingent upon compliance with this and other CUC policies.

3.2 Unacceptable Use

Unacceptable use includes and is not limited to the following list. Users are not permitted to:

- Use technology resources for unethical, illegal, or criminal purposes
- Share authentication details with or provide university account access to anyone else (e.g., sharing their password)
- Use credentials for which they are not explicitly authorized, attempt to capture, or guess credentials, or in any way attempt to gain access to an unauthorized account
- Use technology resources for commercial purposes or for personal gain
- Circumvent, or attempt to circumvent, security controls in place to protect technology resources and data
- Download, install, or use any software applications which may interfere with or disrupt service
- Install software, applications, or hardware that permits unauthorized access to information technology resources
- Conduct unauthorized scanning of university information technology resources
- Consume excessive information technology resources, including but not limited to network capacity. Excessive means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interferes with other authorized uses

4. RESPONSIBILITIES

The entire CUC community plays an important role in the protection of CUC's information technology resources. All students, faculty, and staff are expected to ensure that their use of technology resources is in accordance with this policy.

5. CONSEQUENCES FOR VIOLATING THIS POLICY

Individuals who use IT Resources in a way that violates a university policy, law(s), regulations, contractual agreement(s), or violates an individual's rights, may be subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both. Alleged violations will be referred to the appropriate University office or law enforcement agency.

The University may temporarily deny access to IT Resources if it appears necessary to protect the integrity, security, or continued operation of these resources or to protect itself from liability.

6. RELATED POLICIES

- Handling of Personally Identifiable Information
- Social Security Number Policy
- Password Policy

7. DEFINITIONS

Information Technology Resources (IT Resources)

Facilities, technologies, and information resources used for information retrieval, processing, transfer, storage, and communications in support of University research, education, outreach, and administrative needs. Included in this definition are computer labs, classroom technologies, computing and electronic communications devices and services, e-mail, networks, telephones, voice mail, fax transmissions, video, multimedia, licensed information resources, and research and instructional materials. This definition is not all inclusive but rather reflects examples of

equipment, supplies and services. This also includes services that are University owned, leased, operated or provided by the University or otherwise connected to University resources, such as cloud and Software-as-a-Service (SaaS) or Infrastructure-as-a-service (IaaS), or any other connected/hosted service.