

## AO 10 UNIVERSITY OF PITTSBURGH POLICY (formerly 10-02-05)

**CATEGORY:** SUPPORT SERVICES  
**SECTION:** Computing, Information, and Data  
**SUBJECT:** Computer Access and Use  
**EFFECTIVE DATE:** January 26, 2018 Revised  
**PAGE(S):** 3

### I. SCOPE

This policy establishes restrictions regarding the access and use of University owned and maintained computers, computer systems, computer networks, electronic communications facilities, and other related computing facilities used to store and process data, text, and software used by the University.

### II. POLICY

#### Access to University Computer Services

University owned computing equipment may be used only by:

- Faculty, staff, and students for recognized instructional research, or administrative purposes within the University.
- Organizations whose use of such services is for a recognized public service. For purposes of administering this policy, such classification will apply only if the organization has been designated as federally tax-exempt under the Federal Internal Revenue Statutes and whose purpose for use of such services is approved by the Dean of the school or Vice Chancellor of the area.
- Faculty and staff under professional consulting arrangements provided:
  - an application for services is approved by the Dean of the school or Vice Chancellor of the area and an external sponsored account is established,
  - a formal contractual arrangement is entered into with Computing Services and Systems Development (CSSD),
  - payments at prevailing rates are made for such services, and
  - the employee is not acting as a broker for purchase of services for any external organization.

The agreement between the University and qualified tax-exempt organizations or consulting employees as defined above must be renewed on an annual basis and at any time be canceled by either party thirty days after receipt of written notice of cancellation by either party.

The computer services provided for external usage must be no greater than that normally available to internal users and will be limited to the extent that they do not adversely affect the mission or needs of the University.

#### Appropriate Use of University Computer Services

University-owned computing equipment, networks, services and resources, including electronic mail and other forms of electronic communication, are provided for the purpose of conducting University-related activities and are therefore considered University property. The University, as owner of such property, has the right to access information on the system stored, sent, created or received by

faculty, staff and students including electronic mail, as it deems necessary and appropriate. As such, they should not expect individual privacy in the system.

University faculty, staff and students are obligated to protect University computing systems from illegal or damaging actions, either knowingly or unknowingly. The following are considered improper use of University owned computing equipment, networks, services, and resources:

- Using information technology resources for purposes other than University business, research or instructional purposes. Computing resources may not be used for commercial purposes or personal gain. Use of computer services for any commercial purpose, partisan political purpose or for any unlawful purpose is prohibited.
- Intentionally or recklessly abusing or misusing computing resources so as to cause damage, system interruptions, or harassment to other persons.
- Repeatedly or purposefully engaging in activities which can be reasonably expected to, or do, unreasonably tax computing resources or go beyond their intended or acceptable use.
- You are responsible for all actions associated with your University Computing Account.
- Borrowing, lending, falsifying or misusing a computer account computing resource, or allowing, or facilitating the unauthorized access to use of University computing resources by a third party. You are responsible for all actions associated with your University Computing Account.
- Obtaining University Computing Accounts and/or password(s) of other persons in order to use University or University-related computing resources, or impersonating another person on a computing resource.
- Using electronic media to harass or threaten other persons, or to display, design, copy, store, draw, print, or publish obscene language or graphics.
- Submitting or causing to be submitted to the University false, misleading, harassing or deceptive help requests or complaints.
- Using University computing resources to gain or attempt to gain unauthorized access to computing resources either inside or outside of the University.
- Intercepting or attempting to intercept or otherwise monitor any communications not explicitly intended for him or her without authorization.
- Copying, reading, accessing, using, misappropriating, altering, publishing or destroying computer files, output data, documents or other files of another individual or attempts to do so, without the permission of that individual, project leader, or authorized administrator.
- Making, distributing and/or using unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. This includes sharing of entertainment (e.g., music, movies, video games) files in violation of copyright law.
- Violating the terms and conditions of software license agreements for software distributed by the University of Pittsburgh by giving, lending, selling, or leasing such media or software to others.
- Interfering with the operation of the University's information technology resources by deliberately attempting to degrade or disrupt resource performance, security, or administrative operation including, but not limited to, intentionally introducing any computer virus or similar disruptive force into any computing resource.

- Using a computer, computer system, computer network, or any other University property for the creation, design, manufacture, preparation, display, or distribution of any written or graphic obscene material is prohibited.

#### Reporting Violations of Computer Use Policy

Violations of this policy should be reported immediately to CSSD Security ([abuse@pitt.edu](mailto:abuse@pitt.edu)). CSSD will consult with Human Resources and the Office of General Counsel as appropriate. The University will strive to maintain confidentiality to the extent possible consistent with other obligations.

#### Disciplinary Action

Violations of this policy will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the University, and legal action.

Violations of any federal, state, or local law concerning the unauthorized access or use of University computers and computing services will result in the appropriate disciplinary action up to, and including termination from the University.

### **III. REFERENCES**

Policy 10-02-04, Computer Data Administration

Policy 10-02-06, University Administrative Computer Data (UACD) Security and Privacy