

**ARTICLE V: INFORMATION TECHNOLOGY AND  
TELECOMMUNICATIONS**  
**Section 2. Information Systems/Technology Policies**

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TELECOMMUNICATIONS**  
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**Policy 2.2:Computer and Information  
Code of Conduct Policy  
Issued: June 1, 2002**

Chicago State University  
Division of Information Technology  
Computer and Information Code of Conduct Policy for Chicago State University Employees

**I Adhering to Federal, State and University Regulations and to Generally Accepted Standards of Professional and Ethical Behavior**

All employees of Chicago State University (CSU) are expected to familiarize themselves with and to adhere to all applicable federal, state, University and Board Trustee rules, policies and procedures in their personal on-the-job conduct. This includes adhering to all University policies and procedures covering equal opportunity and nondiscrimination and avoiding actions and behavior prohibited under federal and state statutes, rules and regulations and University and Board policies and regulations. Pursuant to the applicable provisions of the State Universities Civil Service Merit System, collective bargaining agreements and University and Board procedures, disciplinary action may be taken against employees who fail to meet these responsibilities.

**II Protecting Data and Information Privacy**

All Chicago State University records, including both written documents and electronic data are to be regarded as confidential.

Students records are particularly sensitive because of the Family Educational Rights and Privacy Act of 1974 (FERPA), which requires post-secondary educational institutions and agencies to conform to fair information practices in their handling of student data. Among the provisions of the act are the requirements that data be used only for intended purposes and that those employees responsib00000.00 0.00 2T Ir20.0000 Tc-0.245P000 0.0000 0.0000 posell

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III Handling Copyrighted and Other Proprietary Information

Proprietary information is any information, including any software information, in which either the University or some other person has an exclusive legal interest or ownership right, such as a copyright. The unauthorized reproduction, release or disclosure of such information is prohibited by law, and could have serious legal consequences for both any employee who produces or releases it and for the University.

Questions on whether information is proprietary and the conditions under which it can be released should be referred to your immediate supervisor.

In general, Chicago State University employees are expected to:

- Obey U.S. copyright laws and University policy regarding the reproduction of copyrighted software. Most purchased software is copyrighted and may not be copied except to make an archival copy or as an essential step in its utilization.*
- Use licensed computer software only as permitted by the specific license.*

When employees leave the department, all documents and records containing proprietary or classified University or department information must be returned to the department. Even after employment ends, former employees have a continuing obligation to safeguard this information.

IV Protecting the Security of Computer Systems

Employees are responsible for ensuring that compute systems and the information they contain are adequately safeguarded against damage, alteration, theft, fraudulent manipulation, and unauthorized access or disclosure. Ultimately, each employee is responsible for the security of information accessed or modified under his or her password or access procedure. Also, as manager or user of university data or University computer resources, each employee must strictly adhere to the specific security measures and controls that have been established.

Any personal or other non-University use of University data communication or University



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- Unless release of public information is regarded as part of my job, I will notify my supervisor immediately of any request I receive for public records.*
  
- I will not release any information if the student has requested a total suppression of information on himself/herself.*
  
- When I release information on a student, I will divulge only information regarded as “directory” or public information, specifically the student’s name, address, telephone listing, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, the weight or height of members of athletic teams, dates of attendance, degree and awards received, and most recent previous educational agencies or institution attended. Furthermore, I will not release public information about students that*