Acceptable Use Policy for Chicago State University Systems

Policy Statement

Chicago State University (CSU) makes available to its community members information resources, including shared information technology resources that use text, voice, images, and video to deliver information. These resources are to be used in a manner consistent with university policy and the law, and related policies created by specific departments, programs, and offices of the University.

Purpose

This policy details specific requirements for the use of all information resources at the CSU, including electronic and hardcopy data, information, and information assets. Information resources and technology at the CSU support the educational and administrative activities of the University, and the use of these information resources is a privilege that is extended to members of the CSU community. As a user of these services and facilities, you have access to valuable University resources, to information that is meant for internal use only or confidential. Consequently, it is important for you to behave in a responsible, ethical, and legally compliant manner.

In general, acceptable use means ensuring that the information resources and technology of the University are used for their intended purposes while respecting the rights of other computer users, the integrity of the physical facilities, the confidentiality of data, information resources, and all pertinent license and contractual agreements. If an individual is found to be in violation

Definitions

- **University-Related Persons / Employee / Staff** are University students and applicants for ip.l3D

graphic, cartographic, narrative, or audiovisual, owned or controlled by or on behalf of the University.

- **Security Awareness Training** - The formal process for educating employees about internet and computer security. A good security awareness program should educate employees about institutional policies and procedures for working with information technology (IT).
- **Personally Identifiable Information (PII)** - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person fricwith informatbl

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- **Disaster Recovery** is a combination of policies, process and procedures related to preparing for recovery of technology infrastructure critical to CSU operations after a natural or human induced event. Disaster recovery focuses on restoring technology systems that support business functions that fail in the event of a disaster.
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Policy

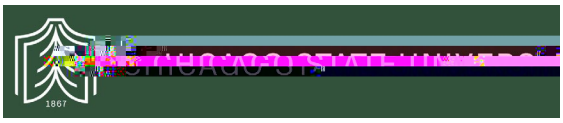
Acceptable Use

Institutional Use

Use of all University information technology and digital resources should be for purposes that are consistent with the non-profit educational mission and the policies and legal requirements (including license agreements and terms of service) of the University, and not for commercial purposes.

Personal Use

Personal use of the University's information resources, except for students enrolled at the University, npD-m(u6.w 5p1aa(r



Requirements

In making acceptable use of resources, individuals covered by this policy must:

- Use CSU information resources only for authorized purposes.
- Protect their User IDs, digital / electronic signatures, other authentication and authorization mechanisms, and systems, from unauthorized use. Each individual is responsible for all access to university information resources and technology by their User IDs, digital/electronic signatures, and other authentication and authorization mechanisms, and for any activity originating from their systems.
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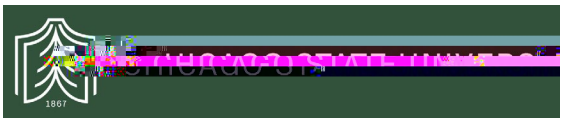

- Engage in any activity that is intended to harm systems or any information stored thereon, including creating or propagating malware, such as viruses, worms, or “Trojan horse” programs; disrupting services; damaging files; or making unauthorized modifications to university data.
- Make or use illegal copies of copyrighted software, store such copies on University systems sucroorer19m4 108 di (ie3nTc 0.00Td[a)4 (c)1-2 gki3nTc 0.00Td3 Tw it (rmat)-4 (i1 Tc 0.00-2 (r

Personnel found to have violated any provision of this policy may be subject to sanctions up to and including removal of access rights, termination of employment, termination of contract(s), and/or related civil or criminal penalties.

References

- NIST CSF: DE.CM-3, DE.CM-7
- CSU Sexual Harassment and Sexual Misconduct Policy for more information
- CSU Ethics Compliance policy
- CSU IT Code of Conduct

Version History

Version	Modified Date	Next Review	Approved Date	Approved By	Comments
1.0	11/4/2022	11/1/2023	11/6/2022	Donna Hart	
		11/15/2024	11/15/2023	Donna Hart	
	03/19/2024	11/15/2024	03/19/2024	Donna Hart	