COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 127:   CSUS Board Use of Digital Resources Policy

Board Policy

1. The CSU System and its constituent institutions, CSU, CSU-Pueblo, and CSU-Global Campus (Institutions), have provided technology resources for the conduct of official business by their respective users. These resources include (but are not limited to) technology devices, servers, networks, storage devices and systems (including cloud storage), data, applications, installed software, system credentials, and email systems (all hereafter referred to as "digital resources"). These computing and data tools are valuable and limited resources that serve a large number and variety of users. Misuse can result in loss of integrity, functionality, speed, bandwidth and reliability of information systems, as well as violations of other laws and policies. The purpose of this policy is to establish guidelines and procedures for the use of digital resources provided by the CSU System and the institutions it governs.

2. All users have the responsibility to make use of these digital resources in an efficient, professional, and legal manner. They are meant to be used in a manner consistent with the instructional, research, and administrative objectives of the System and Institutions in general, and with the purposes for which such resources were provided. Access to these resources is a privilege and imposes upon users certain responsibilities and obligations.

3. These digital resources are not intended to create or constitute a public forum. Access to these digital resources is limited and subject to System and Institution policies and local, state, and federal laws. Use of the digital resources is limited to authorized persons only. When an employee uses or communicates via these digital resources, other than for incidental personal use allowed under the respective institution's policy, they do so in their official capacity. Acceptable use is always ethical, reflects honesty including academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, protection of sensitive information, ownership of data, copyright laws, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, threats and defamation. All use inconsistent with these objectives are considered to be inappropriate and may jeopardize continued permission to use these digital resources.

Procedure and Guidelines

The System Office and each of the Institutions shall adopt its own policies and procedures to assure that these policies are followed, and to advise users of the appropriate uses and restrictions on use of such resources. The policies and

procedures shall include, at a minimum, guidelines for the appropriate use of email systems and mass communications via email to assure that such communications are for the official business purposes of the university only and that the institution President, or delegate of the President, approves any mass email communications to the campus community. The System Office or the respective Institution has the authority and responsibility to take action it deems necessary to enforce these policies and to prevent or curtail activities that threaten to degrade operations or inflict harm to the digital resources, the institutions or its constituents through the use of its digital resources.

History: Effective May 9, 2014 by Board Resolution