



RMU-IT-SEC-01 Acceptable Use Policy

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1.0 Purpose

The computing resources at Robert Morris University support the educational, instructional, research, and administrative activities of the University and the use of these resources is a privilege that is extended to members of the RMU community. As a user of these services and facilities, you have access to valuable University resources, to sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities, all pertinent license and contractual agreements, and access rights. If an individual is found to be in violation of the Acceptable Use Policy, the University will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from the University. Individuals are also subject to federal, state and local laws



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governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

This document establishes specific requirements for the use of all computing and network resources at Robert Morris University.

2.0 Scope

This policy applies to all users of computing resources owned or managed by Robert Morris University. Individuals covered by the policy include (but are not limited to) RMU faculty and visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals and organizations accessing network services via RMU's computing facilities.

Computing resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by central administrative departments (such as the Library and Information Technology), personally owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

2.1 Your Rights and Responsibilities

As a member of the University community, the university provides you with the use of scholarly and/or work-related tools, including access to the Library, to certain computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. You



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have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy (which may vary depending on whether you are a University employee or a matriculated student), and of protection from abuse and intrusion by others sharing these resources. You can expect your right to access information and to express your opinion to be protected as it is for paper and other forms of non-electronic communication.

In turn, you are responsible for knowing the regulations and policies of the University that apply to appropriate use of the University's technologies and resources. You are responsible for exercising good judgment in the use of the University's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

As a representative of the Robert Morris University community, you are expected to respect the University's good name in your electronic dealings with those outside the University.

3.0 Policy

3.1 Acceptable Use

- You may use only the computers, computer accounts, and computer files for which you have authorization.
- You may not use another individual's account, or attempt to capture or guess other users' passwords. [[Password Policy](#)]
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to the University for all use of such resources. As an authorized Robert Morris University user of resources, you may not enable unauthorized users to access the network by using a RMU computer or a personal computer that is connected to the RMU network. [[Network Connection Policy](#)]



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- The university is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing RMU's network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You must not use RMU computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- On RMU network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by Information Technology.

See Acceptable Use Examples to clarify RMU's interpretation of acceptable use.

3.2 Fair Share of Resources

Information Technology, and other University departments which operate and maintain computers, network systems and servers, expect to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of the resources by one person or



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a few people does not degrade performance for others. The campus network and other central computing resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Therefore, the use of any automated processes to gain technical advantage over others in the RMU community is explicitly forbidden.

The University may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them. Please review the Fair Share of Resources section of the "Acceptable Use Examples" for further clarification.

3.3 Adherence with Federal, State, and Local Laws

As a member of the Robert Morris University community, you are expected to uphold local ordinances and state and federal law. Some RMU guidelines related to use of technologies derive from that concern, including laws regarding license and copyright, and the protection of intellectual property.

As a user of RMU's computing and network resources you must:

- Abide by all federal, state, and local laws.
- Abide by all applicable copyright laws and licenses. Robert Morris University has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.
- Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal



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right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution.

- Please visit Robert Morris University's Copyright Infringement Policy, which details the policies and procedures Robert Morris University follows in responding to notifications of alleged copyright infringements on the University network.
- Use RMU's computing facilities and services for those activities that are consistent with the educational, research and public service mission of the University.

3.4 Other Inappropriate Activities

- Other prohibited activities include:
 - Activities that would jeopardize the University's tax-exempt status
 - Use of RMU's computing services and facilities for political purposes
 - Use of RMU's computing services and facilities for bullying
 - Use of RMU's computing services and facilities for personal economic gain

3.5 Privacy and Personal Rights

- All users of the university's network and computing resources are expected to respect the privacy and personal rights of others.
- Do not access or copy another user's email, data, programs, or other files without the written permission of RMU's Director of Information Security, who is bound to the procedures outlined at Emergency Access to Accounts and Information.
- Be professional and respectful when using computing systems to communicate with others; the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to university discipline as well as legal action by those who are the recipient of these actions.



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While the University does not generally monitor or limit content of information transmitted on the campus network, it reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, to ensure that RMU is not subject to claims of institutional misconduct.

Access to files on University-owned equipment or information will only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the Director of Information Security in conjunction with requests and/or approvals from senior members of the University, as found in the document Emergency Access to Accounts and Information. External law enforcement agencies and RMU Public Safety may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by the General Counsel. Information obtained in this manner can be admissible in legal proceedings or in a University hearing.

3.51 Privacy in Email

While every effort is made to insure the privacy of Robert Morris University email users, this may not always be possible. In addition, since employees are granted use of electronic information systems and network services to conduct University business, there may be instances when the University, based on approval from authorized officers, reserves and retains the right to access and inspect stored information without the consent of the user. Please see RMU's Electronic Mail Policy for further details.

3.6 User Compliance

When you use University computing services, and accept any University issued computing accounts, you agree to comply with this and all other computing related policies. You have the responsibility to keep up-to-date on changes in the computing environment, as published, using



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University electronic and print publication mechanisms, and to adapt to those changes as necessary.

4.0 Related Policies and Links

Acceptable Use Examples

RMU-IT-SEC-02 Password Policy

RMU-IT-SEC-10 Copyright Infringement Policy

Electronic Mail Policy | Emergency Access to Accounts and Information

Network Connection Policy

[Terms of Service for Use of Google Apps for Education](#)

Questions or comments to: help@rmu.edu

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