



Policy on Acceptable use of HNU Computer, Network Telephone and Other Electronic Resources

Information Technology

July 2018

Holy Names University provides electronic resources to faculty, students and employees to facilitate their embodiment of the university's mission. The purpose of this policy is to explain the rights and responsibilities that users share in sustaining the electronic resources made available to them by the university. This policy provides a reference for University students, faculty, staff, and authorized guests, and communicates the roles and responsibilities of those charged with maintenance, operation and oversight of university e-resources. Within the University community each person will have differing purposes for accessing e-resources in a manner consistent with the university's policies, procedures and codes of conduct, including, as applicable, those found the requirements of local, state, federal and international laws and contractual commitments including without limitation, the acceptable-use policy of the University's Internet Service Provider(s).

The policy applies to all persons accessing or using university electronic resources. This includes university students, faculty and staff, authorized university guests and all persons authorized for access or use privileges by the university.

Electronic resources covered by the policy include, without limitation:

- All University owned, operated, leased or contracted computing, networking, telephone and information resources, whether they are individually controlled, shared, standalone or networked.
- All information maintained in any form and in any medium within the university's computer resources.
- All University voice and data networks, telephone systems, telecommunications infrastructure, communications systems and services and physical facilities including all hardware, software, applications, databases and storage media.

Additionally, all creation, processing, communication, distribution, storage, and disposal of information by any combination of university electronic resources and non-university resources are covered by the policy. The description of the policy set forth in this handbook is intended as a summary. The actual policy will control and supersede in the event of any inconsistent provision in this summary.