

TECHNOLOGY USE & SECURITY POLICY #103

Policy Administrator:	Executive Director or designee
Authority:	Section 89900 of the Education Code and Section 42400 of Title 5 of the California Code of Regulations
Effective Date:	06/11/09
Updated:	06/20/19, 12/12/23
Cross References:	

Policy Statement: The CSU Fullerton Auxiliary Services Corporation (Auxiliary Services) computing equipment and resources are owned by Auxiliary Services and administered through the company-wide IT department. These resources are provided to the employees of Auxiliary Services to help support the community at Cal State Fullerton. The Technology Usage and Security Policy spells out the general principles on the appropriate use of equipment, software, and networks, and applies to all employees, contractors, and vendors of the Auxiliary Services.

Responsibilities: All employees, contractors, and vendors of Auxiliary Services and its divisions who use its computing and information resources must act responsibly. Every user is responsible for the integrity of these resources. All users of Auxiliary Services-owned resources must respect the rights of other computing users and respect all pertinent licenses and agreements.

Auxiliary Services reserves the right to limit, restrict, or extend computing privileges and access to its information systems. These resources are to be used for Auxiliary Services business related activities and may not be used to conduct non-Auxiliary Services business. All programs installed on Auxiliary Services computers must be approved by the IT department, under the authority of the Auxiliary Services administrative division. The IT Department will evaluate all software as to its usefulness and necessity for conducting Auxiliary Services business, and is responsible for providing support on approved products.

Users of Auxiliary Services' computing resources have the following responsibilities:

- Use only those computers, computer accounts, and software for which you have authorization.
- Use your desktop computers and mainframes for Auxiliary Services-related projects only.
- You are responsible for all computing activity conducted using your account credentials. Do not share computer accounts. If someone else learns your password, change it immediately.
- When you are done with your tasks on the system, log off and do not let anyone else work under your log-on and password.
- Report unauthorized use of your account to the IT department immediately.
- Cooperate with system administrator requests for information about computing activities. Under certain unusual circumstances, a system administrator is authorized access to your

computer files. E-mail messages and all other computer stored data are considered business records and can be subpoenaed. IT department personnel will have access to this information only if authorized by Auxiliary Services management.

- Unnecessary use of computing resources should be avoided. This would include excessive printing, downloading, and transferring of large files either from the internet or a server, and use of the Internet for extended period of times for personal reasons. Employees should exercise good judgment in the use of e-mail distribution lists. The forwarding or sending of messages such as e-mail chain letters, jokes, and other non-business related mail should be avoided as they, in addition to being an inconvenience to the addressees, also clutter the e-mail system, slowing down the normal flow of business traffic.
- Please take care of the equipment issued to you. Do not move the equipment from its original installation location. This might cause undue strain on the wiring and peripherals attached to the machine. All physical moves need to be approved and assisted by the IT department. Items like stickers, pen markings and others that would restrict air circulation to the equipment are discouraged. This equipment is for business use and should look like a business machine.

Privacy & Disclosure Statement: E-mail and computer systems are provided to facilitate Auxiliary Services business.

- All messages and other communications generated through and/or stored on these systems are considered business records.
- Employees who use e-mail and/or computer systems should understand that information stored on these computers cannot be considered confidential or private.
- The company reserves the right to access any e-mail or other computer-stored information at any time in the service of its legitimate business interests.
- Employees should understand that the delete function of the company's e-mail and computer systems does not necessarily make the message or other information disappear. While deletions may occur at the user level, copies may remain on one of the many systems back-up files.
- Non-compliance with and/or breach of any of the stated policies in this document may result in legal actions against the responsible party, including but not limited to termination of employment or contract. Furthermore, the user may be liable for any damages incurred by the Auxiliary Services due to their actions.

Acknowledgement: By signing below, I state that I have read and understood this policy and agree with the Privacy and Disclosure Statement.

Signature/Employee Name:

Date

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