

From: Todd Duke, Director of IT

To: IU East Campus

Re: The proper use of University technology resources

This is to restate University policy regarding the use of its technology resources. The technology resources include University-owned computers, peripherals, and related equipment and software; voice and data communications infrastructure, peripherals, and related equipment and software; and all other associated tools, instruments, and facilities.

Use of Indiana University technology resources is restricted to purposes related to the university's mission of education, research, and public service.

Although "**incidental personal use**" is an accepted and appropriate benefit of being associated with Indiana University's rich technology environment, this type of personal use must still adhere to all university appropriate use policies and must never have an adverse impact on uses of technology and information resources in support of the University's missions. For example, use of email to send personal messages to friends, family, or colleagues and use of the web to shop for personal items fall into the category of incidental personal use. If personal use impacts university operations or activities in any significant way, the user will be asked to cease those activities immediately. All direct costs (for example, printer or copier paper and other supplies) attributed to personal incidental use must be borne by the user.

Incidents of abuse or misuse of Indiana University information technology resources by members of the University community will be reported to the appropriate University governance office. Illegal actions involving Indiana University information technology resources by members of the university community will be reported to the appropriate local, state, or federal law enforcement agency for investigation and possible prosecution.