Introduction
Computers, networks, and electronic information systems are essential resources for accomplishing Texas A&M University-Kingsville’s (TAMUK) mission of instruction, research, and public service. The University grants members of the University community access to these resources in support of the University’s mission. Under the provisions of the Information Resources Management Act (TEX.GOV’T CODE § 2054), these Information Resources are strategic assets of the State of Texas that must be managed as valuable state resources.

1. Purpose
The purpose of this Acceptable Use Policy (AUP) is to establish rules that:
1.1. Ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources.
1.2. Establish prudent and acceptable practices regarding the use of information resources.
1.3. Educate individuals who may use information resources with respect to their responsibilities associated with such use.

2. Audience
This policy applies to all individuals granted access to any Texas A&M University-Kingsville Information Resource.

3. Ownership of Electronic Files
Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of Texas A&M University-Kingsville are the property of Texas A&M University-Kingsville. This statement refers to the actual physical files and not to any intellectual property rights that may be granted to the creators by virtue of other University or System policies, rules, or procedures.

4. Privacy
Information sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of Texas A&M University-Kingsville is not private and may be accessed by Texas A&M University-Kingsville iTech employees at any time without knowledge of the Information Resources user. Electronic content and systems may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Resource Standards.

5. Information Resource Acceptable Use Policy
5.1. Users must report any incidents of possible misuse or violation of this policy to the proper authorities by contacting the appropriate management.
5.2. Users must not attempt to access any data or programs contained on Texas A&M University-Kingsville systems for which they do not have authorization or explicit consent.
5.3. Users must not share their Texas A&M University-Kingsville account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
5.4. Users must not engage in the unauthorized downloading, copying or distribution of copyrighted software or materials and must adhere to all copyright policies and copyright laws.
5.5. Users must not engage in the viewing, downloading or uploading of child pornography.
5.6. Users must not use non-standard software without Texas A&M University-Kingsville iTech approval.
5.7. Users must not engage in activities that may harass, threaten or abuse others, degrade the performance of Information Resources, deprive an authorized Texas A&M University-Kingsville user access to a Texas A&M University-Kingsville resource, obtain extra resources beyond those allocated, or circumvent Texas A&M University-Kingsville computer security measures.
5.8. Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system.
5.9. Users must not use Texas A&M University-Kingsville Information Resources for personal benefit.

5.10. Users must not intentionally access, create, store or transmit material which Texas A&M University-Kingsville may deem to be offensive, indecent or obscene other than in the course of academic research where it has explicit approval of Texas A&M University-Kingsville.

5.11. Users must not engage in acts detrimental to Texas A&M University-Kingsville.

5.12. Users will not install wireless access points, routers, hubs or switches on the network. Users are not authorized to install additional network equipment without the express written consent of the iTech Department. The detection of more than one MAC address per network switch port may result in deactivation of the port.

5.13. Users are authorized access to the network only as a client. Operation of any server or services such as DHCP, DNS, FTP, web, email, time, etc is prohibited without the express written consent of the iTech Department. Discovery of unauthorized servers or services may result in deactivation of network access.

5.14. Operating system software must be kept current with the latest service patches and security updates. Systems that are found vulnerable or un-patched may be denied access to the network until appropriate corrective action has taken place.

5.15. All computers connected to the network are required to have an approved anti-virus software. Installed anti-virus software must be in working order and kept updated with definition files no more than one week old.

5.16. As a state agency, Texas A&M University–Kingsville prohibits the installation and/or use of any P2P software on University owned computers or any computer connected to any Texas A&M University-Kingsville owned network. This is an extension of the State of Texas Executive Order RP58 and the 2008 Higher Education Opportunity Act which prohibits unauthorized or illegal use of peer-to-peer software programs.

5.17. Regardless of the provider, access to the Internet from a Texas A&M University-Kingsville owned computer must adhere to all the same policies that apply to use from within Texas A&M University-Kingsville facilities.

5.18. Employees must not allow family members or other non-employees to access Texas A&M University-Kingsville computer systems or networks.

5.19. Personal computing devices connected to the Texas A&M University-Kingsville network are subject to this policy.

6. **Incidental Use**

As a convenience to the Texas A&M University-Kingsville user community, incidental use of Information Resources is permitted. The following restrictions apply:

6.1. Incidental personal use of electronic mail, internet access, phones, printers, and other information technology resources is restricted to Texas A&M University-Kingsville approved users.

6.2. Incidental use must not result in direct costs to Texas A&M University-Kingsville.

6.3. Incidental use must not interfere with the normal performance of an employee’s work duties.

6.4. No files or documents may be sent or received that may cause legal action against, or embarrassment to, Texas A&M University-Kingsville.

6.5. Storage of personal email messages, voice messages, files and documents within Texas A&M University-Kingsville’s Information Resources should be minimal.

6.6. Personal messages, files and documents located on Texas A&M University-Kingsville Information Resources are owned by Texas A&M University-Kingsville and may be subject to open records requests and/or accessed in accordance with this policy.

7. **Computer Usage Rules**

Use of any university computers shall be in accordance with the following:
7.1. Users are required to have logon credentials to use computers.
7.2. The use of Internet relay chat (IRC) programs is not permitted.
7.3. University computer resources may be used only for work that is part of an assigned academic program, official university business or university approved research. All other use is prohibited.
7.4. The installation of personal software is not permitted.
7.5. The installation of software must be coordinated through iTech.
7.6. The use of personally-owned peripherals such as external storage devices, CD-ROMs, and printers is not supported. Any device connected to university computers is subject to the university policies governing the use of information resources.

8. Disciplinary Actions
Violation of this policy may result in disciplinary action up to and including termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Texas A&M University-Kingsville Information Resources access privileges, civil, and criminal prosecution.