

Facilities Management Operating Policies and Procedures Manual

Effective Date: 04-20-2005

Policy Number: 04-04-001

Section: Facilities and Services

Subject: Computer Use policy

Purpose:

To provide staff with a clear understanding of computer use:

1. ASU's Facilities Management department furnishes computers for the use of its employees. Employees are expected to adhere to the university's policy for computer use (see Internet Code of Conduct in Staff Handbook).
2. The university's acceptable use policy (Staff Handbook) states that computers may be used only for authorized purposes that support the research, education, administration and other official functions of Arkansas State University.
3. The downloading/installation of unauthorized software and accessing pornography Web sites is a violation of the university Internet Code of Conduct and rules of personal conduct. Violations therefore shall be regarded as cause for disciplinary action. These activities also contribute to importing many spyware and virus infections, causing computer failure and loss of man-hours to correcting and clearing.
4. Staff should check with Facilities Management computer support staff prior to downloading Internet software.
5. Staff should be aware that a computer's user profile tracks the computer activities. Staff should never give their access pass code to anyone nor leave a computer unattended while logged on.
6. Do not walk away from a computer without logging out.
7. Computer support staff should report computer policy infractions to management for disciplinary action.