



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

ADMINISTRATIVE POLICY STATEMENT

Policy Title: Providing and Using Information Technology

APS Number: 6001

APS Functional Area: **INFORMATION TECHNOLOGY**

Brief Description: Sets forth ~~University~~university-wide ~~policies applicable to each environment and requires that parameters for providing and using information technology and requires~~ campuses and system administration ~~to create and implement policies that govern the provision and use of the University's IT resources consistent with those parameters.~~

Effective: ~~February 1, 2000~~ July 1, 2014

Approved by: ~~David A. Groth~~ President Bruce D. Benson (Pending)

Responsible University Officer: ~~Associate~~ Vice President, ~~Employee and Information Services for Technology~~

Responsible Office: ~~Associate Vice President for Technology~~ Employee and Information Services

Policy Contact: ~~Associate Vice President for Technology~~ Employee and Information Services

Supersedes: ~~Establishment of University Management Systems Policy Committee and Campus Advisory Committees dated 9/27/78, and University Computing Policy Formulation, Monitoring and Implementation dated 4/15/84~~ Providing and Using Information Technology, February 1, 2000

Last Reviewed/Updated: ~~February 1, 2000~~ July 1, 2014 (Pending)

Applies to: All Campuses

Formatted: Highlight

Reason for Policy:

This policy sets forth University-wide parameters for providing and using information technology and requires campuses and system administration to create and implement policies consistent with those parameters.

[Add Narrative Here]

I. INTRODUCTION

~~Information technology (IT)~~*IT resources that the University owns, leases, licenses, or has authority to use* are valuable assets that the University has responsibility to manage, secure, protect, and control. IT resources have become integral to teaching, research, and public service at the University and must be provided and used efficiently and effectively to support those missions. ~~University of Colorado~~*IT service providers, responsible for management of facilities, services, and data, enable users from the academic community, administration, management, and other constituencies* ~~IT resource users~~ to access ~~the institution's resources~~*IT resources*. ~~Providers~~*IT service providers* may also be given authority to develop standards and best practices which ~~IT resource~~ users must agree to in order to access IT resources.

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

~~The University must set expectations for both the providers and users of institutional IT resources. The purposes of this Administrative Policy Statement are to set forth University-wide policies-parameters for providing and using information technology applicable to each environment and to require that campuses and system administration create and implement policies that govern the provision and use of the University's IT resources consistent with those parameters.~~

Comment [EW1]: Let's use whatever the standard "university -wide" type of term is.

Formatted: Font: Italic

II. POLICY STATEMENT

- A. ~~The following policies shall apply throughout the University to the provision and use of IT resources.~~ University-wide Ownership and Management of IT Resources

General Provisions

1. ~~Subject to Regent, State, and Federal laws, rules, and/or regulations, and Universityuniversity policy-on intellectual property,~~ all IT resources acquired or created through the use of ~~uUniversity~~ funds, including grant funds from contracts between the ~~uUniversity~~ and external funding sources, are the property of the ~~Uuniversity~~. ~~All IT resources owned by the University as well as those leased, licensed, or authorized for use are covered by and are subject to~~ this policy.

Formatted: No bullets or numbering

a. Ownership and disposition of intellectual property created by University employees is addressed in APS 1013 - Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization

Formatted

b. Rights, responsibilities and rewards for the University and its employees in the development and commercialization of educational materials is addressed in APS 1014 Intellectual Property That is Educational Materials

2. ~~Management responsibility for IT resources lies with the President and the Chancellors. Management responsibility for IT resources lies with the Chief Information Officer/Chief Technology Officer (CIO/CTO) as specified by the IT Security Program APS.~~

Formatted: Line spacing: 1.5 lines

Formatted: Underline, Font color: Blue

2. —
3. To the extent permitted by law, the ~~Universityuniversity~~ retains all rights of access to its resources as may be necessary to conduct the work of the ~~Universityuniversity~~.
4. Only ~~uUniversity~~ faculty, staff, ~~and~~ students and other persons who have received permission under the appropriate ~~Universityuniversity~~ authority are ~~authorized users~~ of ~~the University's~~ IT resources.
5. The ~~Universityuniversity~~ shall take reasonable and prudent measures to maintain the privacy, confidentiality, and integrity of communications and stored data. Specific expectations for all employees plus IT Service Providers are specified in the IT Security Program APS, Baseline Security Standards and Standards for Privileged Users. Users are expected to follow good security practices as part of those measures.
6. The university provides access to IT resources in support of university business and may revoke access privileges for reasons deemed appropriate by the Chief Information Officer/Chief Technology Officer

Comment [MM2]: Should there be a different definition for IT resource user? The current definition is "Individuals that are authorized to use University IT resources. Examples of users include: faculty, staff, students, researchers, vendors, volunteers, contractors, or sponsored affiliates of the University." Should the definition state "Individuals that are authorized to use University IT resources. Examples of users include: faculty, staff, students and other persons who have received permission under the appropriate University authority." ?

Formatted: Font: Italic

(CIO/CTO) as specified by the IT Security Program APS. ~~This policy does not establish a relationship between the University and users of IT resources.~~ ~~resource users.~~ As such, there are no guarantees that the use of IT resources, which is a privilege and not a right, will result in an expected and desired level of performance.

7. ~~The provision and use of IT that the University owns, leases, licenses, or has authority to use also is governed by other policies, rules, regulations, bylaw, and guidelines of the University such as the Conflict of Interest Policy and student codes of conduct. A list of the most directly applicable policies and rules as of the date of issuance of this policy is provided in Attachment A.~~

7. IT resource users may access information technology resources for incidental and occasional personal use as long as any such personal use does not create a direct cost for the university and complies with university policies, federal and state laws, and other applicable requirements. Subject to the provisions in this policy, an IT resource user may have a limited expectation of privacy in such personal use.

B. Use of External Email to Conduct University Business

1. The University expects that employees and designated University affiliates will use their official university email account ~~for conducting all~~ when conducting university business on behalf of the University. Employees must not use an external email provider for storage or transmission of highly confidential data (e.g., PHI for HIPAA, SSN etc).

- a. If employees or designated University affiliates forward email to an external email provider (e.g. Google, an affiliated government agency, another university), the University ~~cannot~~ does not guarantee delivery of email to non-University-owned and controlled servers.
- b. The use of a third-party email service for university-related business creates University records that are outside of the University's official email system. Employees and designated university affiliates who choose to use an external, third-party email service either directly or through establishing an email forward are responsible for the following:
- i. Maintaining all emails and attachments, from both the official university email account as well as any third-party account used to conduct University business, in accordance with the University's Record Retention Policy.
- ii. ~~At~~ Upon the request of the Office of University Counsel the employee will suspend ~~suspending~~ any automated destruction process, maintaining information, and providing requested information from both the official university email account as well as any third-party account used to conduct University business.
- iii. If an employee or designated University university affiliate refuses to ~~cannot or will not~~ provide the requested information in response to the Office of University Counsel's ~~request~~ Counsel's request, request, or has intentionally destroyed the requested information in violation of a legal hold ~~disciplinary~~, disciplinary sanctions, up to and including termination, may apply.

C. Colorado Open Records Act Considerations Provisions

1. ~~Communications of University employees and designated University affiliates~~ Data residing on any IT resource ~~resource~~ regarding University business that are sent by email may constitute public records subject

Comment [EW3]: I'm not quite sure what this means.

Comment [DJ4]: This statement is confusing and I'm not convinced it is needed

Comment [EW5]: Duplicates first item?

Formatted: Space Before: Auto, After: Auto

Formatted: Space Before: Auto, After: Auto

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font:

Comment [MM6]: Dan Jones – We think it makes the most sense to move this paragraph back to 6002. We can discuss.

Comment [MM7]: When this language was in the email policy, it made sense to limit it to email but CORA may affect any data residing on University IT resources.

Formatted

Formatted

to public inspection under the Colorado Open Records Act, C.R.S. §24-72-201 et seq; which governs the -
Disclosure of public records is governed by this statute.

2. In the event of an Open Records Request affecting ~~any employee's or designated University affiliate's email account~~ data residing on any IT resource, the Office of University Counsel may instruct the appropriate IT office to capture and save the ~~email on the employee's or designated University affiliate's official university email account data~~.
3. In response to an Open Records Request, the Office of University Counsel may review collected data ~~the captured email data~~ to determine if any of the ~~email data~~ constitutes a public record subject to public inspection.

D. Legal Hold Provisions

1. Data residing on any IT ~~resource-resource~~ ~~Communications of University employees and designated University affiliates that are sent by email~~ may be subject to a legal hold, discovery request, subpoena, ~~or~~ court order or other legal request.
2. In the event of a legal hold, discovery request, ~~subpoena-subpoena~~, subpoena, ~~or~~ court order or other legal request affecting regarding data residing on any IT ~~resource-resource~~, ~~any employee's or designated University affiliate's email account~~, the Office of University Counsel may instruct the appropriate IT office to capture and save the ~~employee's or designated University affiliate's email data~~.
3. In response to a ~~legal hold~~, discovery request, ~~subpoena-subpoena~~, ~~or~~ court order, legal hold or other legal request, the Office of University Counsel may review the captured ~~email data~~ to determine if any of the ~~email data~~ may need to be disclosed.

~~Additional Legal Considerations~~

- ~~1. Any use of University IT resources must comply with applicable provisions of Colorado law. Documents and data stored on University IT resources may be subject to disclosure under the Colorado Public Records Act.~~
- ~~Any use of University IT resources involving copyrighted materials must comply with applicable provisions of Federal copyright law and specific license agreements.~~
- ~~Per the Records Retention APS employees will not, without prior approval, maintain university information in a medium not owned or controlled by the university in accordance to the University records retention policy. University business conducted, or university records stored, on outsourced IT services, including private electronic mail accounts may constitute a public document subject to disclosure under the Colorado Open Records Act or a litigation discovery request, subpoena, or court order.~~
- ~~To the extent permitted by law, the University reserves the right to access and disclose employee or student content stored or processed to University systems when the University deems a legitimate and appropriate business need and those instances are documented and approved by the appropriate authorities. The Chancellor of each campus shall develop a written statement of procedure to be followed to request such approval. That procedure shall take into consideration ways to minimize the time and effort required to submit and respond to requests, the need to minimize interference with University business, and protection of the rights of individuals.~~

E. Policies of Campuses and System Administration

~~Colorado Open Records Act Considerations~~

Comment [MM8]: See comment 6 above

Formatted: Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 4 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 3 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Comment [EW9]: Duplicates previous section?

Formatted: Normal, Indent: Hanging: 0.38", Line spacing: 1.5 lines, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Comment [EW10]: Is this the right person?

Formatted: Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 3 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Font:

Comment [j11]: Items 11-13 added per Counsel

Formatted: Font: Times New Roman, 10 pt

Formatted: Normal, Line spacing: 1.5 lines, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Font:

- ~~Communications of University employees and designated University affiliates regarding University business that are sent by email may constitute public records subject to public inspection under the Colorado Open Records Act, C.R.S. §24-72-201 et seq. Disclosure of public records is governed by this statute.~~
- ~~In the event of an Open Records Request affecting any employee's or designated University affiliate's email account, the Office of University Counsel may instruct the appropriate IT office to capture and save the email on the employee's or designated University affiliate's official university email account.~~
- ~~In response to an Open Records Request, the Office of University Counsel may review the captured email to determine if any of the email constitutes a public record subject to public inspection.~~
- ~~Additional Legal Considerations~~
- ~~Communications of University employees and designated University affiliates that are sent by email may be subject to a legal hold, discovery request, subpoena or court order.~~
- ~~In the event of a legal hold, discovery request, subpoena or court order affecting any employee's or designated University affiliate's email account, the Office of University Counsel may instruct the appropriate IT office to capture and save the employee's or designated University affiliate's email.~~
- ~~In response to a legal hold, discovery request, subpoena or court order, the Office of University Counsel may review the captured email to determine if any of the email may need to be disclosed.~~
- ~~Forwarding University Email to an External Email Provider and/or Using an External Email Provider to Conduct University Business.~~
- ~~The University expects that employees and designated University affiliates will use their official university email account for conducting all business on behalf of the University.~~
- ~~If employees or designated University affiliates forward email to an external email provider (Google, an affiliated government agency, another university), the University cannot guarantee delivery of email to non-University owned and controlled servers.~~
- ~~The use of a third-party email service for university related business creates University records that are outside of the University's official email system. Employees and designated university affiliates who choose to use an external, third-party email service either directly or through establishing an email forward are responsible for the following:~~
- ~~Maintaining all emails and attachments, from both the official university email account as well as any third-party account used to conduct University business, in accordance with the University's Record Retention Policy.~~
- ~~At the request of the Office of University Counsel, suspending any automated destruction process, maintaining information, and providing requested information from both the official university email account as well as any third-party account used to conduct University business.~~
- ~~If an employee or designated University affiliate cannot or will not provide the requested information in response to the Office of University Counsel's request, disciplinary sanctions, up to and including termination, may apply.~~

8. _____

1. ~~The Chancellor of each campus~~ Each campus and system administration shall ~~abide by the ownership and management provisions above.~~

Formatted: Font: Times New Roman, 10 pt

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

2. ~~Additionally, each campus and system administration shall be~~ responsible for the development and implementation of policies ~~that cover IT resources managed by the campus~~ governing its IT resources. The policies shall, at a minimum, address the following:

2.

3.a. ~~Campus rights~~ Rights and responsibilities with regard to IT resources:

a. Management ~~and protection~~ of IT resources ~~for which the campus and its sub units are responsible, including protection of resources;~~

i. _____

b. Creation and enforcement of policy regarding provision and use of IT resources;

e.ii. ~~Procedures for ensuring comprehensive dissemination of all applicable University and campus IT policies and procedures. A sample list of Frequently Asked Questions and Answers (Attachment B) about this policy is provided as a possible approach to this requirement~~

d.iii. ~~Procedures for reporting violations of University or campus~~ IT policies and procedures; ~~and~~

4. ~~Administrative processes and possible S~~anctions to be applied ~~by the campus~~ in the event of violation of ~~campus or University~~ IT policies.

iv. _____

5.b. ~~Campus e~~Expectations for ~~users of~~ IT resources ~~users~~:

a. ~~IT resource~~ User rights and privileges (including access privileges, information about policies, and information about administrative processes and sanctions).

b.i. ~~IT resource~~ User accountability for ethical and responsible use of ~~University~~ IT resources:

i. ~~A.~~ respect for the rights of others: respecting privacy, using only authorized access, respecting intellectual property, ~~respecting sensibilities of others,~~ not knowingly doing harm to others or denying service to others;

ii. ~~B.~~ respect for resources: using good security practices, not knowingly doing harm to data, systems or the property of others, not wasting resources;

iii. ~~C.~~ academic and personal integrity including honest representation of identity and authorship; and

iv. ~~D.~~ proper use of resources: ~~while some personal use of IT resources is permitted, such personal use should not~~ ~~must never~~ interfere with academic, research, or administrative needs, ~~only for University related work; only for use that is not a conflict of interest or commitment.~~

ii. ~~IT resource~~ User responsibility for knowing and complying with all applicable laws, policies, and procedures.

e. ~~Processes for university administration accessing university accounts without an employee~~ ~~prior consent, e.g. for administrative and/or investigative purposes,~~

iii. _____

c. ~~Additional legal considerations~~

i. ~~Any use of University IT resources must comply with applicable provisions of law.~~

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Tab after: 1.5" + Indent at: 1.5"

Formatted: Outline numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.75" + Tab after: 2" + Indent at: 2"

Comment [DM12]: Addressed through employee training (DJ)

Formatted: Outline numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Tab after: 1.5" + Indent at: 1.5"

Formatted: Outline numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.75" + Tab after: 2" + Indent at: 2"

Formatted: Outline numbered + Level: 5 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 2.25" + Tab after: 2.5" + Indent at: 2.5"

Comment [MM13]: Don't want to create a speech code.

Formatted: Outline numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.75" + Tab after: 2" + Indent at: 2"

Comment [EW14]: Do we want to broaden?

Comment [MM15]: I think this is addressed below in iii.

Formatted: Normal, Space Before: Auto, Line spacing: 1.5 lines, Outline numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.75" + Tab after: 2" + Indent at: 2"

Formatted

Comment [MM16]: Addressed in iii. above

- i. ~~Any use of University university IT resources involving copyrighted materials must comply with applicable provisions of Federal copyright law and specific license agreements.~~
- ii. ~~In accordance with the University university records retention policy, employees will not, without prior approval, maintain university data in a medium not owned or controlled by the university. University University business conducted, or university records stored, on outsourced IT services may constitute a public document subject to disclosure under the Colorado Open Records Act or a litigation discovery request, subpoena, court order or other legal request.~~
- iii. ~~To the extent permitted by law and other than as provided for in the CORA and Legal Hold provisions above, the university reserves the right to access and disclose data on IT resources when the university deems a legitimate and appropriate business need and those instances are documented and approved by the appropriate authorities as determined by the Chief Information Officer/Chief Technology Officer (CIO/CTO) as specified by the IT Security Program APS. The Each Chief Information Officer/Chief Technology Officer (CIO/CTO) Chancellor of each campus and the appropriate system administration authority shall develop a written statement of procedure to be followed to request such approval. That procedure shall take into consideration ways to minimize the time and effort required to submit and respond to requests, the need to minimize interference with university business, and protection of the rights of individuals.~~

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Outline numbered + Level: 4 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.75" + Tab after: 2" + Indent at: 2"

Comment [MM17]: EW- Is this the right individual.

Comment [MM18]: Who should this be?

~~B. The Vice President for Budget and Finance shall develop and implement policies for the IT resources managed by administrative units within the system administration. Those policies shall, at a minimum, address the topics listed in Section B above.~~

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

~~C. 3. The campuses and system administration shall submit copies of their policies to the President's Office, which will review them for conformance to this policy statement and will work to facilitate general consistency among the policies.~~

Comment [EW19]: Employee and Information Services?

Formatted: Indent: Left: 0.75", Space After: 0 pt, No bullets or numbering

~~4. The campuses and system administration shall communicate employee responsibilities and expectations as outlined in their respective policies at least annually. The communication shall include but not be limited to awareness around processes and possible circumstances under which data on IT Resources (e.g. records of extensively browsing social media or travel websites for personal use on work computer during business hours) may be accessed and disclosed.~~

~~III. DEFINITIONS~~

Formatted: Normal, Space Before: Auto, Line spacing: 1.5 lines, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

~~A. "IT resources" are hardware, software, and data used to create, store, process, and communicate information electronically. Examples of IT resources include but are not limited to fax machines, telephones, computers, data communication lines, and video systems (hardware); operating systems, voice mail systems, email systems, and transaction processing applications (software); database contents, voice messages, and video images (data).~~

Formatted: Normal, Indent: Left: 1", Space Before: Auto, Line spacing: 1.5 lines

~~B. "University of Colorado providers" of IT resources are University departments or other administrative units to whom a campus or system administration has delegated responsibility to manage IT resources that the University owns, leases, licenses, or has authority to use.~~

Formatted: Indent: Left: 0.13"

~~III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES~~

~~A. Administrative Policy Statements (APS) and Other Policies~~

Formatted: Default Paragraph Font

~~1. Retention of University Records~~

~~2. IT Security Program~~

~~3. System-wide Baseline Security Standards~~

~~4. Standards for individuals with privileged access~~

Formatted

~~A-5. Use of Electronic Communications~~

~~B. Frequently Asked Questions (FAQs)~~

Formatted: Default Paragraph Font

~~IV. HISTORY~~

~~A. APS 6001 Providing and Using Information Technology was revised on July 1, 2014 and replaces Providing and Using Information Technology which was approved on 2/1/2000:~~

Formatted: Numbered + Level: 1 +
Numbering Style: A, B, C, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.5" + Indent
at: 0.75"

~~B. Providing and Using Information Technology was approved on 2/1/2000 to replace Establishment of University Management Systems Policy Committee and Campus Advisory Committees (dated 9/27/78) and University Computing Policy Formulation, Monitoring and Implementation (dated 4/15/81).~~

Formatted: Indent: Left: 0.75"

Formatted: Numbered + Level: 1 +
Numbering Style: A, B, C, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.5" + Indent
at: 0.75"

~~Current and proposed Administrative Policy Statements that impact IT resources~~

- ~~1. Misconduct in Research and Authorship~~
- ~~2. Conflicts of Interest and Commitment Policy~~
- ~~3. Reporting Fiscal Misconduct~~
- ~~4. Use of Electronic Mail~~
- ~~5. University Policy on Sexual Harassment~~
- ~~6. Intellectual Property Policy on Discoveries & Patents for Their Protection & Commercialization~~
- ~~7. Intellectual Property That is Educational Materials~~

1. Why does the IT policy apply to my telephone? My fax machine?

Both your telephone and your fax machine are electronic communication resources and fall under the definition of IT resources. A single policy was written for all IT resources in order to address related policy issues and to make it easier for users to be informed of policy requirements.

2. Does the IT policy apply to the computer I purchased for my home, using my own money?

No, since you paid for your computer from your own funds, the policy doesn't apply to it. However, if you use your computer to connect to a University IT resource, such as the data communications network, the policy applies to any action you take via your computer on that University resource.

3. If I use the University's network to connect to an IT resource that belongs to someone else, whose policy applies to my actions?

Suppose you use the University's network to connect to a database belonging to another institution. Both the CU IT policy and any policies of the other institution apply to your actions. If you connect from a workstation that belongs to a CU campus, that campus' IT policy will apply. Depending on what you do while connected to that database, Federal or state laws could also be applicable. It's very hard to find, read, and understand everything that may apply. If you adhere to high standards of ethical and responsible behavior you're unlikely to commit a serious infraction of any of the policies, rules, or laws.

4. Does the hardware and software purchased by my department from grant funds belong to the University?

Yes, it does. The grant funds are almost certainly money provided under a contract between the Regents of the University and the grant source. As such, they are monies of the University and anything purchased or leased or created through the use of that money belongs to the University. So this policy applies, and the University has the right to access that hardware and software as may be necessary for the work of the University.

5. Who is and who is not a user of the University's IT resources?

- Any University student or employee who uses the University's data communication network to access data at another institution is a user of University IT.
- A student who stores data files for a course on the University's network is a user.
- Anyone who uses a campus computer kiosk or a computer in a lab is a user of University IT.
- A University employee who uses a home computer they purchased themselves to access the web through a commercial Internet Service Provider is not a user of University IT resources at that time.

6. Does the University have the right to look at my accounts, files, and electronic communications?

Yes, University officials have a right to look at any user's electronic accounts, files, or communications within the limits established by law. Employees need to understand that there is no absolute right to personal privacy when the employee is using the employer's equipment, including IT resources. The University does not routinely monitor the content of files or communications, but may view contents whenever it has a business or legal need to do so.

You should also be aware that the files you maintain on University IT resources may be considered public records and the University may be required to make them available for inspection under the Colorado Public Records Act. In addition, the Act defines "public records" to include electronic mail messages which means that your email messages also may be subject to public inspection.

7. What about my right to privacy? Does the University protect the confidentiality of data about me?

The current state of IT is such that there can be no absolute assurance of privacy or confidentiality of electronic data and systems. The University takes reasonable and prudent precautions to protect privacy, but users should understand there is always some risk that data can be accessed by unauthorized people.

8. Does the University have the right to delete my data or block my communications?

University IT administrators are charged with maintaining and operating the resources for the benefit of all members of the University community. If someone's data consumes so much storage that others are denied storage or if someone's web page attracts so much network traffic that others are denied network access, the administrator of those resources has the right to remove the material. Whenever possible, users are given an opportunity to backup data to other media before it is removed.

9. Can I trust the University to take care of the files I store on its IT resources?

University IT administrators take reasonable and prudent steps to protect the integrity of data and systems stored on the resources they administer, but there is always some risk that files may be lost or damaged. Users are urged to make backup copies of files that would be difficult or costly to replace.