

# USA Faculty/Staff Computer Use Policy

## User Privileges and Responsibilities

**Authorization.** In general, USA colleges and departments are responsible for the allocation of computer resources for their faculty and staff. ***No one should use any University computer or network facility without authorization from the appropriate personnel in that office or department.*** University computers and networks are to be used for University purposes, i.e., to further the educational programs of the University. Any attempt to disrupt, degrade or improperly gain access to University computer resources is prohibited. Unauthorized wiring, altering or damaging of University-owned computer equipment, including network hardware and software, is also prohibited.

**IDs/Passwords.** No one should share their password with another person, nor obtain another person's password by any unauthorized means. Deliberately and inappropriately observing, recording, accessing, using or administrative devices for University business. All persons given unique passwords and sign-ons are required to sign a Statement of Accountability, which states that this information is not to be shared with any other individual. (Authorized personnel should see [Information Systems Security Policy](#) for further details concerning use and misuse of administrative devices.)

**Email.** The University email systems are to be used for University business only -- not for personal business or personal gain. Users have full responsibility for all messages they transmit through the University's computers, networks and systems. Consequently, all laws and rules against fraud, harassment, obscenity, etc., which govern all University

---

---

---

---