



## **Acceptable Use Policy Information Systems**

### ***General Provisions:***

Regent University information systems include without limitation computers, computer networks, software, electronic mail (e-mail), facsimiles, Internet connectivity, telephones, voice mail systems, and all equipment associated or connected with any and all of the same (collectively called the “information systems”).

Regent University maintains information systems in support of the academic programs and administrative functions of the university. The following guidelines have been established to apply to all students and agents of the university, including but not limited to employees, non-paid volunteers, adjunct faculty and independent contractors.

Regent University information systems, including e-mail and internet access, are intended to be used for university purposes only. This policy also applies to remote access users from off-campus.

### ***Privacy Provisions:***

Users of the university's information systems have no personal privacy rights with respect to content created, stored, received or sent from the university's information systems. Further, Regent University, or its designated authority, reserves the right to intercept, monitor, or record all information stored on its information systems and inspect activity to diagnose problems or identify security threats and/or violations.

The university employs reasonable measures to prevent loss of data and to attempt data restoration when applicable. However, Regent University makes no guarantee regarding the availability of data and refuses any liability in the event of data loss. As university property, any computer data is subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process. Consequently, employees and students should always ensure that the information contained in e-mail and other content is accurate, appropriate and lawful. Regent University, or its designated authority, reserves the right to disclose e-mail messages and other records to law enforcement or government officials or to other third parties, at its sole discretion, without notification to or permission from those creating or receiving the information.

### ***Access to User Data:***

Although Regent University reserves the right to inspect, monitor, copy or record all information, data, or other content within university information systems, all requests to access another user's restricted data, regardless of the format, must receive prior approval from the data owner or designated university appointees.

For this purpose, restricted data includes, but is not limited to files on one's “Home Directory” or “P Drive”, protected files on the university network's “M Drive” or “H Drive”, e-mail messages stored in one's personal e-mail box and any subordinate folders either residing on the messaging server or personal laptop or workstation, and files located in protected directories on one's personal laptop(s) or workstation(s). For this reason, all requests for access to a Regent University student's restricted data, without the owning student's consent, must at a minimum receive prior approval from both the Vice President and General Counsel and the Vice President for Student Services.

Similarly, any such request for access to restricted data involving a Regent University employee, adjunct faculty, non-paid volunteer or independent contractor, without the owning party's consent, requires prior approval from both the Vice President and General Counsel and the Vice President for Human Resources. At no time without exception are users or administrators, regardless of their standing within the university, permitted for any reason to gain unauthorized access to another user's stored data files, e-mail messages, or any other restricted content notwithstanding its format within any university information system.

Failure to comply with the approval requirements shall not give the employee or student a right of action against the University, but may subject the person violating this requirement to disciplinary action, up to and including termination of employment.

***Information Systems Misuse:***

University information systems should not be used in a way which may constitute intimidating, hostile or offensive material on the basis of sex, gender, race, color, religion, national origin or disability. The university's policy against sexual or other harassment applies fully to its information systems, including e-mail and other Internet content.

The university's policy prohibiting use of university facilities, equipment and letterhead for partisan political purposes applies fully to its information systems, including e-mail and other Internet content. The university takes reasonable steps to ensure that its information systems are free of computer viruses, worms, Trojan horse programs, or other harmful components. Tools for checking and disinfecting disks are provided by Information Technology for all university-owned computers. Regent University is not responsible for damage to personally owned computers or the loss of data due to viruses, worms, Trojan horse programs, or other harmful components obtained through a Regent University computer system.

Unauthorized use of software or other copyrighted material is illegal and could result in legal action. Installation of university-licensed software on a personally owned computer is illegal unless permitted by the software license. Installation of non-university licensed software on university computers is permitted only with the prior consent of the Information Technology Department.

Abuse or misuse of the information systems, including without limitation e-mail and Internet, in any way, whether or not expressly set forth above, which would result in the detriment to the information systems, or which would in any way reveal or disclose nonpublic information, data, or materials of Regent University without express authorization, is strictly prohibited.

***Policy Violations:***

Abuse of Regent University's information systems, through excessive personal use, or use in violation of law or university policies, will result in disciplinary action, up to and including termination of employment and/or enrollment. All persons to whom these guidelines are applicable, as stated above, are responsible for adhering to these rules. All supervisory personnel are responsible for ensuring that these policies are adhered to within their respective areas of responsibility.

All users of Regent University's information systems may report university policy or law violations to their immediate supervisor, representative faculty or school personnel, or directly to the Information Technology Department Help Desk at 757-352-4076 or [abuse@regent.edu](mailto:abuse@regent.edu).

\*\*Regent University reserves the right to modify the Information Systems Acceptable Use Policy without prior notice at its sole discretion.

## **Information Systems Acceptable Use Policy Acknowledgement**

I have received a copy of, read and understand Regent University's Acceptable Use Policy regarding the information systems that have been provided to me by the university, for my use. I understand that Regent University reserves the right at any time to examine, inspect, and/or monitor my use of university telephones, computers, computer networks, electronic voice mail systems, e-mail systems, Internet or World Wide Web (WWW) activity, or any other communications systems provided or owned by Regent University, at its sole discretion and without further notice to me, or permission from me.

I acknowledge and agree that any electronic files, records, and communications which I create or use on the information systems shall at all times remain subject to access, review or deletion by Regent University as set forth in such policy. I further agree that I will not install any electronic data or software that is not expressly authorized by Regent University. I have no expectation of privacy regarding communications created, received, stored on, or sent through Regent University's information systems and electronic communications systems, including without limitation e-mail and voice mail messages.

**CURRENT REGENT STATUS (Please Check All that Apply):**

\_\_\_\_\_ Faculty, Adjunct, Staff, Student Employee

\_\_\_\_\_ Temporary

\_\_\_\_\_ Student

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name