Rights and Responsibilities for University Information Resource Users

Introduction
Charles Drew University provides computing and networking facilities to support its educational mission. These facilities include central computer systems, student learning centers, communications networks, online information resources and associated software, files, and data. The computing and networking facilities are a shared University resource. Their use by students, faculty, staff, and other members of the University community is a privilege that is accompanied by a corresponding responsibility to use them in an appropriate manner.

Confidentiality and Privacy
The University will treat personal files and communications as confidential and will only examine or disclose their contents when authorized by the owner, or when directed by the combined authorization of the Director of Human Resources or Security Director and the appropriate Vice President or Dean. Examination or disclosure will only be made when required by legal obligations or responsibilities or when there is cause to believe that a law or a University policy has been violated, when there is need to defend a civil or criminal claim filed against the University, or in conjunction with a workplace misconduct investigation, or there is a legitimate concern about the safety or well-being of a member of the University community.

Appropriate use of computing and networking facilities
Each user of University owned or licensed Information Resources must abide by the University “Acceptable Use Policy for Information Resources” which requires that all members of the community respect the rights of others, the integrity of the resources, and act responsibly in their use of these shared information resources.

Inappropriate use of computing and networking facilities
It is the policy of the University that its information resources be used ethically and legally, in accord with applicable licenses and contracts, and according to their intended use in support of the University’s mission. Any use that would impede teaching and research, or hinders the functioning of the University, violates an applicable license or contract, or damages community relations or relations with institutions with whom we share responsibility, is a violation of this policy.

Sanctions for inappropriate use
Violation of University policy governing appropriate use of Information Resources may result in loss of access privileges, University disciplinary action, and/or criminal prosecution. The appropriate due process and policies will be followed depending upon whether faculty, academic staff, classified staff or students are alleged to be involved.

Individuals concerned about any violation of this policy are encouraged to contact the University’s Chief Information Officer.

I have read and will abide by the stated policies while utilizing information resources provided by the Charles Drew University.

Signed ____________________________ Date __________________________

Printed ____________________________