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Introduction

Loyola Marymount University (LMU) provides a variety of computing and networking resources to members of the university community. All users of these resources must comply with specific policies and guidelines governing their use, and act responsibly while using shared computing and network resources. The purpose of this policy is to promote the efficient, ethical and lawful use of Loyola Marymount University's computer and network resources on all campuses.

Scope

This Acceptable Use Policy applies to all users of University information technology resources. This includes the resources under the management of Information Technology Services (ITS), including LMU Westchester Campus, Loyola Law School and any off-site centers. This policy also applies to any user of University information technology resources regardless of technology device used to access such resources (i.e. wireless network, University email, etc.).

A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse a network, whether by hardware or software or both, whether on campus or from remote locations. The term "user" thus includes faculty, staff, students, and others such as alumni, contractors, employees of business affiliates, guests, and conference attendees. "Information technology resources" are those facilities, technologies, and information resources required to accomplish information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all information technology centers (e.g., departmental labs, conference rooms, classroom technologies, and electronic communication devices and services, such as, but not limited to, computers, mobile devices, kiosks, printers, email, fax transmissions, video, multimedia, instructional materials, and administrative systems). Personal devices connected to the University network or information systems are also subject to this policy.

Individual Responsibility

Users of information resources are responsible for protecting (i) their online identity from use by another individual, (ii) the integrity of information resources they use, and (iii) the privacy of electronic information they have access to. Additionally, users should refrain from seeking to gain unauthorized access, honor all copyrights and licenses and respect the rights of other users of information

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technology resources. Furthermore, all users are expected to abide by all applicable state and federal laws that pertain to accessing electronic resources and data privacy.

Respect for Intended Use of Resources

Incidental personal use is permissible to the extent that it does not violate other provisions of this policy, interfere with the performance of employee's duties, or interfere with the education of students at LMU. Use of a computer account or the network for commercial activities that are not approved by appropriate University personnel consistent with applicable policy, or for personal financial gain (except as permitted under applicable policies and/or Loyola Marymount University (LMU) Faculty Handbook and Handbook Addenda or Loyola Law School Faculty Handbook, hereinafter referred to as "LMU Faculty Handbooks") is prohibited. Examples of prohibited uses include using computer accounts for engaging in unauthorized consulting services, software development, advertising, and/or other private commercial activity. Resources assigned or issued to faculty are exempt to any personal or commercial use restrictions as allowed by the LMU Faculty Handbooks.

Respect for Privacy of Others

Authorized university personnel (e.g. system, network and database administrators, among others) may have access to data beyond what is generally available. Privileged access to data may only be used in a way consistent with applicable laws, University policies, and accepted standards of professional conduct. Those who have access to databases that include personal information shall respect individual privacy and confidentiality, consistent with applicable laws and University policies regarding the collection, use and disclosure of personal information.

Respect for Shared Nature of Resources

Information resources at Loyola Marymount University (LMU) are finite and must be shared among all users. LMU retains the right to set priorities on use of information technology resources, and to limit recreational or personal use when such use could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or to interfere with research, instructional or administrative computing requirements, or to violate applicable policies or laws. Priority of information technology resources are

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given to instructional and administrative computing needs. Examples of inappropriate use include engaging in unauthorized peer-to-peer file sharing, participating in bandwidth-consuming activities that are not academic or instructional in nature; or sending marketing or spam email messages that are not consistent with the University’s mission.

Respect for Rights of Others

Use of information technology systems to harass, intimidate or the use of computer and network resources for unlawful acts is prohibited. (Also refer to Loyola Marymount University’s Discriminatory Harassment and Complaint Process policy). Additionally, the use of computer systems to send, post, or display slanderous or defamatory messages, text, graphics, or images constitutes a violation of this policy as well as the LMU Discriminatory Harassment and Complaint Process policy. By using the University's computer and network services, each user accepts the responsibility to become informed about, and to comply with, all applicable LMU policies and state and federal laws.

Respect for Intellectual Property

Users must adhere to all U.S. copyright laws, the terms and conditions of any and all software and database licensing agreements as well as licensed library resources. Any form of original expression fixed in a tangible medium as outlined by U.S. copyright laws (U.S. Title 17) is subject to copyright, even if there is no copyright notice. Examples include music, movies, graphics, text, photographs, artwork and software, distributed in any media including online. The use of a copyrighted work (such as copying, downloading, file sharing, distribution, public performance, etc.) requires either (A) the copyright owner's permission, or (B) an exemption under the Copyright Act.

Respect for Integrity of System or Network

Users must respect the integrity of LMU’s information technology resources including but not limited to computers, laptops, mobile devices, network infrastructure, and electronic services. Misuse of university property includes, but is not limited to, theft or damage of equipment or software, knowingly running or installing computer viruses or password cracking programs, installation of unauthorized network devices, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way

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attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.

University Responsibility

No part of this policy shall infringe upon any faculty rights or principles of Academic Freedom as outlined in the Loyola Marymount University (LMU) Faculty Handbooks. In the event of a conflict between this policy and the LMU Faculty Handbooks, any resolution will be completed in consultation with the Faculty Senate or Loyola Law School Academic Deans where appropriate.

Logging and Auditing

The University employs various measures to protect the security of its computing resources and user accounts. Users should also be aware that their use of University information technology resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities.

Monitoring

The University may inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. Inspections or monitoring related to violations of this policy must be authorized in advance by the VP of Human Resources, or University Counsel for a defined time period not to exceed the duration of the investigation.

In addition, users should be aware that their right to privacy in electronic records may be subject to the University's obligation to respond to subpoenas or other court orders, as well as reasonable discovery requests guided by LMU's General Counsel.

Content filtering

LMU does not make decisions about filtering content except in cases where the content is deemed to be a threat to the electronic resources of the University. Categories of content that are filtered include phishing; malware; botnets, spyware/adware; and spam sites.

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Reporting Violations

Users should report violations of this policy to the Information Technology Services department at (310) 338-7777 or helpdesk@lmu.edu and immediately report concerns with system security or suspected unlawful or improper system activities to the Information Security team at (310) 338-5720 or secureit@lmu.edu.

Users who misuse University computing and network resources or who fail to comply with this Acceptable Use Policy are subject to one or more of the following consequences:

- Temporary deactivation of computer/network access
- Permanent deactivation of computer/network access
- Disciplinary actions taken by Human Resources or Dean of Students Office which may include and not limited to expulsion from school or termination of employment
 - Faculty disciplinary action as outlined by LMU Faculty Handbooks
- Legal prosecution under applicable Federal and State laws

All disciplinary actions beyond temporary deactivation of computer/network access shall follow disciplinary procedures outlined by Human Resources for faculty and staff. All referrals for disciplinary action for students will be referred to the Dean of Students Office.

Revision History

Version	Date	New
1.0	March 19, 2015	Initial review to ITS Directors
1.1	February 18, 2016	Final edits before resubmission to UTC <ul style="list-style-type: none"> ● Library sources are licensed (clarity) ● Revised disciplinary clause ● Added University Responsibility clause
1.2	April 10, 2016	<ul style="list-style-type: none"> ● Update for faculty rights and academic freedom reference ● Verbiage about abiding by all state and federal laws
1.3	November 1, 2016	<ul style="list-style-type: none"> ● Included feedback from Academic Senate and Academic Technology Committee
1.4	January 20, 2017	<ul style="list-style-type: none"> ● Final editing before redistribution.

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1.5	February 28, 2017	<ul style="list-style-type: none"> • Edits before sharing with LMU Dean Council. • Defined campus names in Scope paragraph • Modified verbiage on right to privacy
1.6	March 20, 2017	<ul style="list-style-type: none"> • Edits before sharing with Provost Council • Added DRAFT watermark
1.7	May 1, 2017	<ul style="list-style-type: none"> • Removed DRAFT watermark • Posted