



XAVIER UNIVERSITY OF LOUISIANA

Office of Technology Administration
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New Orleans, Louisiana 70125-1098
Telephone (504) 520-7452 Fax (504) 520 -7911

Acceptable Use Policy

Policy Owner	
Policy Approver(s)	
Related Policies	Audit and Accountability Policy
Related Procedures	
Storage Location	
Effective Date	5.22.20
Next Review Date	

Purpose

The purpose of this policy is to outline the acceptable use of computer and network equipment at XULA. These rules are in place to protect the users (employees, students, contractors, consultants, temporary, and other workers) at XULA. Inappropriate use exposes XULA to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct XULA business or interact with internal networks and business systems, whether owned or leased by XULA, the employee, or a third party. All users (employees, students, contractors, consultants, temporary, and other workers) at XULA and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with XULA policies and standards, and local laws and regulation.

This policy applies to users (employees, students, contractors, consultants, temporary workers, and other workers) at XULA. This policy applies to all equipment that is owned or leased by XULA.

Policy Statements

General Use and Ownership

- You have a responsibility to promptly report the theft, loss or unauthorized disclosure of XULA's proprietary information.
- You may access, use or share XULA proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties
- For security and network maintenance purposes, authorized individuals within XULA may monitor equipment, systems and network traffic at any time, per XULA's Audit and Accountability Policy.



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- XULA reserves the right to audit networks, accounts, and systems on a periodic basis to ensure compliance with this policy

Unacceptable Use

- Under no circumstances is a user (employees, students, contractors, consultants, temporary, and other workers) authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing XULA owned resources.
- Users must not circumvent, attempt to circumvent, or assist another in circumventing the security controls in place to protect information technology resources and data.
- Users are prohibited from willingly engaging in activities that remove, disable, or otherwise interfere with or disrupt network users, equipment or service; intentionally distribute viruses or other malicious code; or install software, applications, or hardware that permits unauthorized access to information technology resources.
 - I.e. installing unauthorized equipment such as routers, switches, sniffers, scanners, analyzers, wireless access points, etc.

Email and Communication Activities

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam). According to the access control policy, access to systems and applications will be restricted with a secure log-on process.
- Use of unsolicited email originating from within XULA's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by XULA or connected via XULA's network.

Enforcement

Individuals who use information technology resources to violate a XULA policy, law(s), contractual agreement(s), or violate an individual's rights, may be subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both. Alleged violations will be referred to the appropriate University office or law enforcement agency.

XULA may temporarily deny access to information technology resources if it appears necessary to protect integrity, security, or continued operation of these resources or to protect itself from liability.

Revision History

Version ID	Date of Change	Author	Rationale
1.0	5.22.20	Ashley Penchion	



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