

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD POLICY	
Chapter 5	Administration
Section 5.22	Acceptable Use of Computers and Information Technology Resources

1 **5.22 Acceptable Use of Computers and Information Technology Resources**
2 **Policy Statement**

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4 ~~Computer~~ and information technology resources are essential tools in accomplishing
5 the mission of Minnesota State Colleges and Universities and its individual
6 ~~institutions~~ colleges and universities. These resources must be used and managed
7 responsibly in order to ensure their availability for the competing demands of teaching,
8 scholarship, administration, and other mission-related uses. This policy establishes
9 responsibilities for acceptable use of Minnesota State Colleges and Universities
10 information technology resources.

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12 **Part 1. - Purpose**

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14 **Subpart A. Acceptable use**

15 ~~System~~ information technology resources are provided for use by currently enrolled
16 system students, administrators, faculty, ~~other~~ employees, and other authorized users.
17 System information technology resources are the property of Minnesota State
18 Colleges and Universities, and are provided for the direct and indirect support of the
19 system's educational, research, service, student and campus life activities,
20 administrative, and business purposes, within the limitation of available system
21 technology, financial, and human resources. The use of Minnesota State Colleges
22 and Universities information technology is a privilege conditioned on adherence to
23 this policy and any procedures or guidelines adopted pursuant to this policy.
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25 **Subpart B. Academic freedom**

26 ~~Nothing~~ in this policy shall be interpreted to expand, diminish, or alter academic
27 freedom, articulated under board policy and system collective bargaining
28 agreements, or the terms of any charter establishing a system library as a community
29 or public library.
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31 **Part 2. Applicability**
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33 This policy applies to all users of system information technology, whether or not the
 34 user is affiliated with Minnesota State Colleges and Universities, and to all uses of
 35 system information technology~~those resources~~, wherever located.

36 Minnesota State Colleges and Universities is not responsible for any personal or
 37 unauthorized use of its system information technology or the resources. ~~Security of~~
 38 personal data or devices on or using transmitted on its system information
 39 technology resources, ~~cannot be fully guaranteed.~~

41 **Part 3. Definitions.**

42 **Subpart A. System**

43 ~~System means~~ The Board of Trustees, the system office, the state colleges and
 44 universities, and any part or combination thereof.

45 **Subpart B. System information technology**

46 ~~System information technology means a~~ All system facilities, technologies, and
 47 information resources used for information processing, transfer, storage, and
 48 communications. This includes, but is not limited to, computer hardware and
 49 software, computer labs, classroom technologies such as computer-based
 50 instructional management systems, and computing and electronic communications
 51 devices and services, such as modems, e-mail, networks or use of a network via a
 52 physical or wireless connection, telephones, voicemail, facsimile transmissions,
 53 video, mobile computing devices, and multimedia materials.

54 **Subpart C. Transmit**

55 ~~Transmit means~~ To send, store, collect, transfer, or otherwise alter or affect
 56 information technology resources or data contained therein.

57 **Subpart D. User**

58 ~~User means a~~ Any individual, including, but not limited to, students, administrators,
 59 faculty, other employees, and volunteers, and other authorized individuals using
 60 system information technology in any manner, whether or not the user is affiliated
 61 with Minnesota State Colleges and Universities.

62 **Part 4. Scope**

63 **Subpart A. Procedures**

64 ~~The chancellor shall adopt procedures under this policy, including, but not limited~~
 65 ~~to: security; employee use; consistent with Minnesota Statutes § section 43A.38 and~~
 66 ~~other applicable law; monitoring; unauthorized uses; and other limitations on use.~~

67 **Subpart B. Employee, Student Affirmation**

68 Beginning January 1, 2017, employees and students who use system information
 69 technology must affirm that they have read this board policy, and any other system
 70 procedures or system guidelines under this policy. Affirmation shall occur when
 71 access to system information technology is initially established, and shall be

77 reaffirmed annually. Annual reaffirmation may be included as part of the employee
78 and student password change process.

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80 **Subpart BC. Sanctions**

81 **•**Users who violate this policy or related system, college, or university procedures
82 shall be subject to disciplinary action through appropriate channels. Violations may
83 be referred to appropriate law enforcement authorities consistent with applicable law
84 and procedures.

85 *Date of Adoption: 7/16/03*

86 *Date of Implementation: 7/16/03*

87 *Date & Subject of Revisions:*

88 *11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to*
89 *change the term "Office of the Chancellor" to "system office," and to make*
90 *necessary related grammatical changes.*

91 *03/17/10 – amends Part 3, Subpart B to include “mobile computing devices and*
92 *multimedia materials” to the list of technical information resources.*