

1.0 Policy

This describes the university's policy regarding personal use of state-owned information technology resources, including desktop and laptop computers, office telephones, and cell phones.

Generally, personal use of state property is permitted only for occasional incidental use. State resources are provided to facilitate your essential work as an employee. Therefore, use for occasional incidental personal purposes must not:

- Violate international, federal, or state laws
- Interfere with the university's operation of its information systems and network resources
- Burden the university with significant costs
- Interfere with a person's employment or other obligations to the university
- Constitute or result in financial gain for someone or something other than the university
- Create a security risk to the confidentiality, integrity or availability of university resources, data or services

Specific policies regarding incidental use of state property can be found at:

Appropriate Use of University Computers and State Property

<http://www.csustan.edu/HR/Apps-Forms-Policies-Procedures/Documents/UseofStRsrcs.pdf>

Policy Regarding the Use of Campus Phones

<http://www.csustan.edu/oit/Publications/PhonePolicy.pdf>

Policy Regarding the Use of Wireless Devices for Business Use

<http://www.csustan.edu/HR/Apps-Forms-Policies-Procedures/Documents/WirelessDevicepolicy.pdf>

File Sharing and Protection of Electronic Copyrighted Material

<http://www.csustan.edu/oit/Publications/FileSharingProtectnCopyriteMat.pdf>