



University
of Houston
Clear Lake

Administrative
Policy and
Procedure Library

***Information Security Program
Acceptable Use Policy for UHCL Public
Computers and Networks (ISPOL04)***

Date Issued: November 17, 2016

Last Revision: October 1, 2018

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I. Purpose and Scope

The University of Houston-Clear Lake (UHCL) provides public computers and wireless networks on campus for use by the University's students and by individuals visiting the campus who have a legitimate University business-related need to access these facilities. This document describes the University's policy regarding the use of these public facilities.

II. Applicability

Any individual who is not a member of the University's faculty or staff that:

- Uses a UHCL owned or leased computer that is intended for public use,
- Connects his or her personal computing device to the UHCL Public wireless network,

Must read, understand and agree to comply with the policies contained within this document.

UHCL faculty and staff are responsible for reading, understanding and complying with the policies presented in the document entitled [Information Security Program Acceptable Use Policy for UHCL Information and Systems \(ISPOL02\)](#).

III. Policy

A. Restrictions on Use of UHCL Public Technology

Anyone who is not a member of the UHCL faculty or staff that uses UHCL-owned or leased, publicly accessible computer or network, must comply with this policy and all applicable federal, state, and local laws. A complete manual of UHCL policies and procedures is available at www.uhcl.edu/computing/information-security/policies.

Users have no expectation of privacy except as otherwise provided by applicable privacy laws. Usage of UHCL publicly-accessible technology may be subject to security testing and monitoring.

B. Activities Deemed as Inappropriate

The following activities are considered highly inappropriate. As such, performing any of the following activities using a UHCL computing device or the UHCL network may result in disciplinary action up to and including separation of employment, termination of contract, and/or civil or criminal penalties:

- Creating, reproducing, accessing, forwarding, or sharing information in any form that:
 - UHCL is required to protect by law, contract or policy,
 - Violates a federal, state or local law, a software license agreement, or copyright;

Note - The policy and procedures related to specific copyright issues defined by the Digital Millennium Copyright Act (DMCA) can be found in the University of Houston's System Administrative Memorandum entitled [SAM 07.A.04 - Digital Millennium Copyright Act](#).

- May be deemed as discriminatory or offensive to individuals based upon their race, religion, nationality, color, gender, sexual preference, or disability,
- Is perceived as harassment toward any individual, group, or organization,
- Serves any commercial purpose including product advertising material,
- Is related to any form of political lobbying, or
- Is considered unprofessional or disrespectful;

- Performing any activity that:
 - Involves the intentional running of any software or perform any procedure designed to “hack” into any computing or network device,
 - Damages the integrity of the data or programs stored on any computer or network device,
 - Initiates or continues to proliferate e-mail SPAM, or
 - Disrupts or degrades computing or network resources; or
 - Using any UHCL-owned or leased computing device and/or the UHCL network, to communicate with individuals who may have compromised a system, with the hope of restoring altered, encrypted, or otherwise destroyed data;
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C. Public Wireless Disclaimer

The UHCL public wireless network is an unsecured network, and information transmitted over the UHCL public wireless network may be visible to other online users.

Users are solely responsible for taking appropriate actions to protect their private or personal information transmitted using the UHCL public wireless network.

The University of Houston-Clear Lake is not liable for the loss, destruction, or unauthorized access or use of information transmitted over the UHCL public wireless network.

IV. Revision Log

Revision Number	Approval Date	Description of Changes
1	07/12/2016	Initial version
2	12/11/2017	a) Updated of all document links to be consistent with UHCL's new website b) Updated name of UHCL President
3	10/01/2018	Replaced Glen Houston with Anthony Scaturro in the list of approvers

V. Policy Review Responsibility

Responsible Parties:

- Associate VP for Information Resources
- Information Resource Manager
- Information Security Officer

Review Period:

- Annually on or before February 28
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VI. Approval

- Anthony J. Scaturro
Information Security Officer
 - Ira K. Blake
President
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