

COMPUTER HARDWARE AND SOFTWARE SECURITY

I. SCOPE

All employees.

II. PURPOSE

To protect against the unauthorized use of the University of St. Thomas's data and word processing facilities, equipment and software.

III. POLICY

The University of St. Thomas' data and word processing facilities, equipment and software are valuable corporate assets. Unauthorized use of these assets will result in disciplinary action, up to and including immediate discharge.

Computer and office automation equipment leased or owned by the University of St. Thomas and purchased time sharing services, may be used only to conduct University of St. Thomas business.

University of St. Thomas computers may not be used to develop programs for outside use, and word processors may not be used to prepare documents for outside, without prior approval by the employee's supervisor.

Computer software developed by employees or contract personnel on behalf of the University of St. Thomas, or purchased for the use of the University of St. Thomas, is University of St. Thomas property and may not be sold or distributed to outsiders unless authorized in writing by the President.

Contract with vendors or proprietary software packages clearly define the limits of their use. Employees are forbidden to copy or use software contrary to the contract's provision. Products purchased and/or leased to run on a specific central processor may not be copied or run on additional processors until an agreement which provides for such usage is obtained from the vendor.

Personal computer software products may not be copied except to the limit provided by the vendor's contracts (e.g., a backup copy for protection).

Filename: 420 - Computer Hardware And Software Security.doc
Directory: A:
Template: C:\Program Files\Microsoft Office\Templates\Normal.dot
Title: COMPUTER HARDWARE AND SOFTWARE
SECURITY
Subject:
Author: Marie-Pierre Stien
Keywords:
Comments:
Creation Date: 08.30.00 2:35 PM
Change Number: 4
Last Saved On: 11.06.00 11:43 AM
Last Saved By: Marie-Pierre Stien
Total Editing Time: 3 Minutes
Last Printed On: 08.13.02 7:28 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 244 (approx.)
Number of Characters: 1,391 (approx.)