LE MOYNE
Greatness meets Goodness

Le Moyne's "AUP" in a Nutshell

PURPOSE

This document provides an easily accessible summary of Le Moyne's Acceptable Use Policy ("AUP"). This document does not substitute for the AUP, nor supersede the AUP and is not official policy.

SCOPE

Le Moyne's Acceptable Use Policy applies to any Le Moyne information system or service and any use of these by any individual.

FRAUDULENT AND ILLEGAL USE

- Do not use of any information system for fraudulent and/or illegal purposes.

PROTECTED INFORMATION

- Do not transmit protected information by end-user messaging technologies (i.e. e-mail, instant messaging, SMS, chat, etc.)
- Do not write or store protected information on mobile devices (phones, tablets, USB drives) and removable media.
- Use only Le Moyne issued and approved workstations and devices to access protected College data, systems, and/or networks.
- Protect and secure portable workstations and devices from loss and/or unauthorized access.
- Do not use photographic, video, audio, or other recording equipment in areas containing protected information.
- Encrypt all protected information stored on workstations and mobile devices.

HARRASSMENT AND OBJECTIONABLE CONTENT

- Do not harass or procure or transmit material that is in violation of sexual harassment or hostile workplace laws.

MALICIOUS ACTIVITY

- Do not use of any information system for malicious activity.
- Do not attempt to disrupt information systems, knowingly introduce a malicious program, or intentionally develop or use programs to infiltrate, damage, or alter an information system.
- Do not access information systems and data for which they are not explicitly permitted or facilitate unauthorized access by another party.
- Do not attempt to mask, hide, or modify their identity and associated electronic activities including efforts to impersonate another individual, device, source, or organization.
- Do not perform network reconnaissance or intercept data not intended for the user.

HARDWARE AND SOFTWARE

- Do not use any hardware or software that is not purchased, installed, configured, tracked, or managed by the College's Information Technology staff.

MESSAGING

- Do not abuse electronic messaging by sending bulk, unsolicited messages, impersonating another individual, soliciting communications on behalf of another individual, or creating or forwarding chain letters or messages, including those that promote "pyramid" schemes of any type.

OTHER

- Do not use the of any information systems for commercial use or personal gain.
- All encryption keys employed by users must be provided to Information Technology if requested, in order to perform functions required by the AUP and associated policies.