THE
UNIVERSITY
OF RHODE ISLAND

Policy on IT Resources

Policy Title	**Policy on IT Resources**
Policy #	07.101.2
Policy Owner	Chief Information Officer
Contact Information	Questions about this policy should be directed to the Chief Information Officer at (401) 874-4599
Approved By	Administrative Policy Committee
Effective Date	August 2, 2022
Next Review Date	No later than June 30, 2027
Who Needs to Know About this Policy	All faculty, staff, students, University Affiliates, vendors, and guests of the University, as well as any other parties granted access to University IT Resources.
Definitions	**IT Resources**. All computer and telecommunications equipment, software, data, and media, owned or controlled by University or maintained on its behalf. **University Data**. All data or information held on behalf of the University, created as a result and/or in support of University business, or residing on University IT Resources, including both electronic and paper records. University Data includes personal data (e.g., personal emails to friends, copies of tax returns) of Users that do not relate to University business but that Users voluntarily choose to transmit or store on IT Resources. **User**. Any individual granted access to University IT Resources. **University Affiliate**. Any individual who is not a faculty member, staff, or student who otherwise has a formal relationship with the University, including but not limited to visiting scholars, visiting students, postdoctoral or other research fellows, professional program participants, adjunct teaching or clinical personnel, volunteers, employees and associates of the URI Foundation and Alumni Engagement, and members of the University of Rhode Island Board of Trustees. Vendors and contractors are not considered affiliates.

Statutes, Regulations, and Policies Governing, Necessitating (or Relating to) This Policy	Family Educational Rights and Privacy Act (FERPA) Gramm-Leach-Bliley Act / Financial Services Modernization Act (GLBA) Health Insurance Portability and Accountability Act (HIPAA) Payment Card Industry Data Security Standard (PCI DSS) RIGL § 11-49.3 (Identity Theft Protection Act of 2015) RIGL s. 5-77.3 (Confidentiality of Health Care Communications and Information Act) University of Rhode Island Policy on IT Acceptable Use University of Rhode Island Policy on IT Endpoint Protection University of Rhode Island Policy on IT Service Protection University of Rhode Island Policy on Ethics and Conflict of Interest
Reason for Policy/Purpose	To establish guidelines for maintaining digital data security and responsible use of University Information Technology resources.
Forms Related to this Policy	None

Policy Statement

The University of Rhode Island (also, "University") has a responsibility to protect its Information Technology resources from illegal or damaging actions, intentional or unintentional, by either individuals or computer systems. University-owned IT Resources are provided to faculty, staff, and students for University-related purposes, including educational and academic pursuits as well as business operations, and these Users are, in turn, expected to use these resources in an efficient, ethical, professional, and legal manner consistent with the University's objectives. Inappropriate use exposes the University and its community members to the risk of data loss and unintended disclosure as well as other liabilities. University-owned IT Resources are expected to be used solely for University-related purposes and are not to be used to conduct unauthorized personal business or for entertainment purposes (see Exceptions below). The University may collect information about such use and consequentially limit or restrict such use so as to maintain a robust set of resources dedicated to University educational and business operations.

The University is committed to maintaining—and shall use its best efforts to maintain—adequate information security system safeguards to ensure its ability to protect information resources from malicious use as well as inadvertent information disclosure.

The University will maintain compliance with all applicable information security standards including those specified by state or federal law, required by funding agencies, or generally needed to conduct the University's business transactions and to protect the personally identifiable or other confidential information it maintains in its system.

As the owner of University IT Resources, the University may mandate and enforce the installation and use of software and configurations necessary to maintain the security, effectiveness, and efficiency of these resources.

The University will provide unique credentials to every individual who is authorized to use IT Resources. These credentials may not be shared and any individual who has been provided these unique credentials may not use another's credentials to access any University system.

The University takes reasonable measures to protect the privacy of personally identifiable information stored in its IT Resources and in accounts assigned to individuals. However, the University does not guarantee absolute security and privacy. Users should be aware that any activity on University-owned IT Resources may be monitored, logged, and reviewed by University-approved personnel or may be discovered and disclosed in connection legal proceedings as required or allowed by law. The University assigns responsibility for protecting its resources and University Data to technical staff, data owners, and data custodians who will generally treat the contents of individual assigned accounts and personal communications as private and do not examine or disclose the content except in cases where access to such private information is authorized and required, on a limited, need-to-know basis, and for legitimate and necessary University purposes, including in the following cases:

- as required for system maintenance including security measures;
- where access is needed of legitimate public health or public safety purposes;
- when there exists reason to believe an individual is violating the law or University policy;
- as described in the University's policy on IT Acceptable Use; or
- as otherwise permitted or required by any applicable policy or law.

The University reserves the right to employ IT security measures. When the University becomes aware of violations, either through routine system administration activities or from a complaint, it is the University's responsibility to investigate as needed or directed and to take necessary actions to protect its resources and/or to provide information relevant to an investigation.

Exceptions

University-owned IT Resources may be used by students and guests for the personal communications unrelated to educational or other allowed University-related purposes such as communications with external friends and family, employers, or co-workers (if the student has an external job) and communications with others and the public through social media and other platforms, consistent with the University's policy on IT Acceptable Use. In general, students are prohibited from using IT Resources to operate a commercial business, although exceptions may be made with approval of the Chief Information Officer in cases where such commercial business use will not result in potentially excessive or disruptive use of IT Resources and which does not involve the collection or storage of personally identifiable information (e.g., credit card information) on University-owned IT Resources that would require the University to protect it in any way under any applicable legal requirements. Students are generally permitted to make reasonable use of IT Resources for personal entertainment purposes (e.g., streaming movies, gaming), so long as the use is not excessive and does not have the potential to disrupt University IT Resources or University operations. The University may still collect information about such use and may limit or restrict such use for the purpose of maintaining a robust set of resources for the conduct of University business. Users who choose to transmit or store their personal information through or on IT Resources (consistent with the limitations of this section) should be cognizant of their limited privacy expectations with respect to that information, as described in the University's policy on IT Acceptable Use.

Faculty may be able to use University IT Resources for limited non-University business when clearly outlined in collective bargaining agreements. The use of IT Resources in these instances must strictly follow guidance in these agreements regarding authorization, usage, and reimbursement (where applicable).

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Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
07.001.1	August 31, 2021	n/a	n/a
07.001.2	This August 2, 2022	Scheduled Review	Addition of language regarding allowable non-University business use of IT Resources