

Acceptable Use Policy for Computing and Information Technology Resources

It is the policy of Rutgers University to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the University's information technology resources is a privilege and must be treated with the highest standard of ethics.

The University expects all members of the community to use computing and information technology resources in a responsible manner; respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws and University policies and standards.

This policy outlines the standards for acceptable use of University computing and information technology resources which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise provided by Rutgers University.

This policy applies to all users of Rutgers computing and information technology resources including faculty, staff, students, guests, external individuals or organizations and individuals accessing external network services, such as the Internet via University facilities.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources for which you have authorization.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
- Respect the privacy and personal rights of others.

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property and subjects one to discipline. Any member of our community found using information resources for unethical and unacceptable practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate.

Rutgers reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of University policies, contractual agreements, or state and federal laws.

Although all members of the community have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be superseded by the University's requirement to protect the integrity of information technology resources, the rights of all users and the property of the University. The University, thus, reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the University community.

Specific guidelines for interpretation and administration of this policy are given in the [Guidelines for Interpretation and Administration of the Acceptable Use Policy](#). These guidelines contain more specific examples of offenses, and procedures for dealing with incidents.

For OIT systems, you should also see the [OIT Acceptable Use Supplement](#), as well as any specific rules that may be posted in labs or pointed to in the login message on systems that you use.

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