CBA Computing Policies

CBA computing policies include those policies defined by UNL for use of computing resources (including Mobile devices), which includes Executive Memorandum No. 16, and those policies found in CBA ITS policies at go.unl.edu/cbaitspolicies. These policies include:

Permitted Uses
- University business use and limited personal use
- Prior approval is required for personal use for outside consulting, business, or employment

Access
- Unauthorized access is prohibited
- No one should use the ID or password of another
- When any user terminates his or her position with the University, their ID and password shall be denied further access to University computing resources

Misuse of Computers and Network Systems
Misuse of University information systems is prohibited, and includes the following:
- Attempting to modify or remove computer equipment, software, or peripherals without proper authorization
- Accessing without proper authorization computers, software, information or networks to which the University belongs
- Circumventing logon or other security measures
- Using information systems for any illegal or unauthorized purpose
- Personal use of information systems or electronic communications for non-University consulting, business or employment, except as expressly authorized
- Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner
- Accessing other users' information or files without permission.
- Academic dishonesty
- Forging, fraudulently altering, falsifying, or otherwise misusing University or non-University records
- Using electronic communications to steal another individual's works, or otherwise misrepresent one's own work
- Using electronic communications to fabricate research data
- Downloading, transporting or posting illegal, proprietary or damaging material to a University computer
- Personal use of any University information system to access, download, print, store, forward, transmit or distribute obscene material
- Store social security numbers, credit card numbers, or other account information without proper authorization

Privacy
- User privacy is not guaranteed
- IT personnel have authority to access individual user files or data in the process of performing maintenance
- With reasonable cause, IT personnel may access account, file, or other data controlled by an alleged violator and share that data with persons authorized to investigate misuse of computing resources

Email
- All policies stated are applicable to email
- E-mail should reflect careful, professional and courteous drafting style

CBA Specific Policies
- Service requests should be submitted to the CBA Help Center, preferably via the electronic form at go.unl.edu/cbahelp if a user encounters a non-emergency information technology issue
- Emergency information technology issues should be brought to the attention of CBA ITS at (402) 472-5215, cbaits@unl.edu, go.unl.edu/cbahelp, or via walk-in our Help Center in CBA 119 as soon as possible
- CBA ITS policies should be reviewed as found at go.unl.edu/cbaitspolicies

Control of Hardware
- All equipment/devices purchased with University funds must be tracked in the CBA IT inventory system and noted in the individual's SAP Objects on Loan.
- Disposal of any equipment/device must be coordinated through CBA ITS.

Application and Enforcement
A failure to abide by the guidelines outlined in this document may result in the imposition of one or more of the following sanctions:
- denial of access to information resources and networks,
- disciplinary action by UNL,
- civil action,
- and/or criminal prosecution.

I certify that I have read the policy outlined in this document and those specified by the UNL Computer Use Policies (http://www.unl.edu/ucomm/compuse/), and CBA specific policies (go.unl.edu/cbaitspolicies) and agree to abide by these policies.

SIGNATURE_____ DATE_____