

User: An individual or automated application or process that is authorized access to the resource by the owner, in accordance with the owner's procedures and rules.

ACCEPTABLE USE STANDARD:

- Users should not attempt to access any data or programs contained on TSTC systems for which they do not have authorization.
- Users must not share their TSTC account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), employee ID cards, or similar information or devices used for identification and authorization purposes.
- Users must not make unauthorized copies of copyrighted software.
- Users must not purposely engage in activity that may: harass, threaten or abuse others; degrade the performance of TSTC Information Resources; deprive an authorized TSTC user access to a TSTC resource; obtain extra resources beyond those allocated; circumvent TSTC computer security measures.
- Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, TSTC users must not run password cracking programs, packet sniffers, or port scanners or any other non-approved programs on TSTC Information Resources.
- TSTC Information Resources must not be used for personal gain.
- Users must not intentionally access, create, store or transmit material which TSTC may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the TSTC official processes for dealing with academic ethical issues).
- Users must not otherwise engage in acts against the aims and purposes of TSTC as specified in its governing documents or in rules, regulations and procedures.

INCIDENTAL USE:

As a convenience to the TSTC user community, incidental use of Information Resources is permitted. The following restrictions apply:

- Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, and so on, is restricted to TSTC approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in material direct costs to TSTC.
- Incidental use must not interfere with the normal performance of an employee's work duties.
- No files or documents may be sent or received that may cause legal action against, or embarrassment to-TSTC.
- Storage of personal email messages, voice messages, files and documents within TSTC's Information Resources must be nominal.

All messages, files and documents – including personal messages, files and documents – located on TSTC Information Resources are owned by TSTC, may be subject to open records requests, and may be

accessed in accordance with this standard.

PRIVACY:

Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of TSTC are not private and may be accessed by TSTC with approval of Executive Management or legal counsel at any time without knowledge of the Information Resources user or owner. Electronic file content may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Resource Standards

DISCIPLINARY ACTIONS:

Non-compliance with established standards and rules and procedures will subject an employee to a range of corrective actions pursuant to SOS HR.2.4.1 Employee Corrective Action.