

SJSU Research Foundation Computer and Network Usage Policy

Information Technology

Policy No.: IT. 04-01-001 Rev. B

Effective
Date: 04/01/2018

Supersedes: All Previous Versions

Publication
Date: 04/27/2018

1.0 Purpose

This policy outlines San José State University Research Foundation's ("Research Foundation") guidelines regarding computer and network usage. San José State University relies upon information technology resources to conduct our "increasingly computer-dependent" business. The Research Foundation must continually safeguard our computing systems against externally introduced software that potentially distorts data, decreases system performance, or disables computing capability, and therefore significantly increases costs to the Research Foundation. This policy sets forth guidelines to support the effectiveness and integrity of the Research Foundation Information Technology team's effort, and to protect against the adverse consequences of externally introduced software.

2.0 Responsibility

The Information Technology (IT) manager and the IT team, in close partnership and collaboration with all executives, directors, and managers at the Research Foundation, are responsible for driving, implementing, and ensuring compliance with the *Computer and Network Usage Policy*.

3.0 Scope

The *Computer and Network Usage Policy* applies to all Research Foundation Central Office employees. This policy also applies to temporary employees and contractors who perform work within the Research Foundation domain.

4.0 Definitions

This table provides definitions for special terms, acronyms, and abbreviations used in this policy.

Term, Acronym, or Abbreviation	Description
Employee	An individual who works either part time or full time for the SJSU Research Foundation. The employee may be benefited or non-benefitted; exempt or non-exempt. As an employer, the Research Foundation has the power or right to control and direct the employee in the material details of how the work is performed.

Temporary Employee	An individual who does not have the status of permanent staff, but is hired to work at the Research Foundation to meet increased short term demand for product or services.
Contractor	An individual, sole proprietor, or one person LLC (using his or her own social security number and not his or her LLC's tax identification number) who is contracted to perform or deliver specific tasks or services for the Research Foundation over a specified period of time, not to exceed twelve months.

5.0 Policy

All Research Foundation Central Office employees must adhere to the following in order to support strategy, achieve a specific goal, and align with the mission of the organization.

5.1 Software Installations, Including Internet Downloads

Central Office computers have been configured by the IT department to run software that is necessary to conduct Research Foundation business. Any other software installations may contain viruses or have software/hardware requirements that are incompatible with the Research Foundation's current configuration, and therefore should not be performed. No employees other than IT department staff are authorized to install or download software on the Research Foundation's computers.

In the event that special software is needed by an employee to perform Research Foundation work, the employee should submit a request for required software using the **Request for Special Computer Software Form**.

5.2 Other Internet Programs or "Plug-ins"

Numerous Windows and Apple "plug-ins" such as Adobe Flash Player, QuickTime Player, and Java are often available for download, and individuals may be prompted to install the latest versions on their computers. **Employees are not authorized to download and install plug-ins on their computers.** These installation options may contain viruses or have software and hardware requirements that are incompatible with the Research Foundation's current configuration, and therefore should not be installed.

When prompted to update or install software, employees should click **Cancel** (or **Decline**) and then send an email to Research Foundation Information Technology for testing and evaluation regarding the availability of newer versions.

5.3 BIOS Passwords to Lock Access

Basic Input/Output System ("BIOS") Setup Passwords (also sometimes called Boot Passwords) are not to be set in order to lock access to employee computers. Such locks cannot be overridden by IT department staff who need complete access to all Central Office computers. Some exceptions may be made by agreement between department directors and the Information Technology department for reasons of confidentiality and security.

5.4 Illegal Activities Using Research Foundation Information Technology Resources are Strictly Prohibited

The Research Foundation's network and computers are to be used only for lawful purposes. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property used without proper authorization. This also includes material that is obscene or defamatory, as well as any material that constitutes an illegal threat or violates export control laws.

5.5 Information Technology Responsibility for Monitoring Hard Drives

The Information Technology department has responsibility for monitoring hard drive usage in the Central Office. The IT department is authorized to perform random checks of individual computer disk drives to insure compliance with this policy.

6.0 Related Policy Information

Not Applicable.

7.0 Required Forms

This table contains a list of forms and special tools referenced in this document.

Form	Description of Use
Request for Special Computer Software Form.	Used to request software that is not included in the standard Research Foundation software installation but is needed to perform work that is required by the Research Foundation.

8.0 References and Related Information

Not Applicable.

9.0 Record Retention

All documents and records are maintained in accordance with SJSU Research Foundation *Record Retention* requirements.

Record	Retention
<i>Computer and Network Usage Policy</i>	This document is effective until further revised or updated. Outdated or revised documents will be maintained in accordance with Research Foundation Record Retention requirements. The Research Foundation will maintain the signed original and electronic copies of the approved policy and all updates and replacements.