DAU 7-7 Use of Technology Resources

Policy Code	Policy Name	
DAU 7-7	**Use of Technology Resources**	
Responsible Executive	**Current Revision Date**	**Next Revision Date**
IT Department	10/2023	10/2027

1. Policy Purpose

This policy outlines the acceptable use of technological resources such as computers, software, network systems, email, social media, and other electronic devices and applications. Also, this policy shows the roles and responsibilities of DAU stakeholders to protect the technology resources in DAU.

2. Policy Scope

This policy applies to all Faculty members, employees, Student, and any other individuals who have access to university-owned technology resources.

3. Policy Statement

IT in DAU makes the use of IT resources and services efficient and more effective to all DAU community. IT publishes the rules and responsibility for each person in DAU Community regarding the usage of technological resources.

4. Policy Procedures

The Major and General Responsibilities for DAU'S Information Technology Resources usage:

- *Determination of responsibilities and accessibility:* not all data in DAU is accessible for all DAU Community, so that IT will set the proper accessibility for DAU personnel.
- *Protection of Resources:* Users must take reasonable steps to protect University Information Technology Resources from damage, theft, or misuse. This includes safeguarding passwords, protecting data from viruses and malware, as well as reporting any security incidents or breaches.
- *Respect for Others:* Users of University Information Technology Resources must respect the rights and privacy of others. This includes refraining from accessing or sharing confidential, or otherwise protected information.
- *Responsible Use:* Users of University Information Technology Resources must use these resources responsibly and, in a manner consistent with the University's mission and values. This includes using resources for authorized purposes only, avoiding the use of resources for personal gain, and avoiding any activity that may disrupt or harm the University's electronic systems and networks.
- *Privacy:* The University reserves the right to monitor both usage and content of email messages, instant messages, discussion forums and visits to websites using DAU digital resources.
- *Compliance with Laws:* Users of University Information Technology Resources must comply with all applicable laws, regulations, and policies related to the use of these resources. This includes laws related to intellectual property, data protection, and privacy.

Rules and Regulations for proper usage of DAU's Information Technology Resources:

- Users should not use the computer systems for commercial purposes without authorization from the IT Dept.
- Usernames, passwords, and computer data belonging to an individual or the university are considered personal property. Users should not copy, change, or use another person's files, data, or usernames

without authorization from the data owner. The same restriction applies to institutional files, information, and systems from unauthorized use.

- Users should report cases of losing or stolen devices owned by the University to IT immediately.
- Users are not allowed to download or upload unauthorized software over the internet.
- Users are not allowed to install any software without advice from the IT Department.
- User should follow up required Security Awareness publications and Emails to learn how to improve Protecting university accounts, systems, and data.
- Report any security incident or suspected misuse of any technology resource to the IT Department.
- Regular backups of essential work-related data which is on DAU PCs and laptops is the responsibility of the user to create and store securely.
- It is recommended that general work data (these are created by a user in relation to his/her job) be backed up at least monthly although any critical information should be backed up immediately after creation or at least weekly.

5. Related Policies/ Documents/ Forms

DAU 7-1 Cyber Security Policy
DAU 7-5 IT Technical Support Policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1st issue of the Policy