Supplements TEES Rule 29.01.99.E1

Standard Administrative Procedure Statement
Under the provisions of the Information Resources Management Act, information resources are strategic assets of the State of Texas that must be managed as valuable state resources.

Reason for Standard Administrative Procedure
The purpose of the acceptable use procedure is to establish a set of measures that will mitigate information security risks associated with acceptable use of information resources.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1 Computing resources of TEES, which include the hardware, software and network environment shall not be used for illegal activities.

1.2 Users shall not share their account(s), password(s), or similar information or devices used for identification and authorization purposes. Confidential information contained on various computers should not be shared with others except when that person is authorized to know such information.

1.3 Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate uses of computing facilities prevent others from using these resources. Users shall not circumvent TEES computer security measures.

1.4 Users shall not intentionally access, create, store or transmit material which TEES 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 TEES official processes for dealing with academic ethical issues).

1.5 Users shall not use email for purposes of political lobbying or campaigning.
1.6 It is each employee’s responsibility to ensure compliance with the System Records Retention Schedule, which can be found at http://www.tamus.edu/offices/records/

2. INCIDENTAL USE

2.1 As a convenience to the TEES user community, incidental use of information resources is permitted. The following restrictions apply:

2.1.1 Only occasional use for personal purposes.

2.1.2. Takes a minimal amount of time.

2.1.3 Results in no additional cost to TEES.

2.2 Except for incidental personal use connected with approved outside employment/consulting, incidental personal use must not result in financial gain for the user.

2.3 Personal use of TEES computing resources for consulting or outside employment, or which cannot be categorized as incidental should be guided by System Regulation 33.04.01, Use of System Resources for External Employment.

Related Statutes, Policies, or Requirements
System Policy 33.04, Use of System Resources

System Records Retention Schedule

System Regulation 33.04.01, Use of System Resources for External Employment

TAMU SAP 29.01.99.M1.02, Information Resources – Acceptable Use

TEES Rule 29.01.99.E1, Security of Electronic Information Resources

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