

**UNIVERSITY PROCEDURES**  
**TEXAS A&M UNIVERSITY-CORPUS CHRISTI**

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**21.01.06.C2.02 Acceptable Use**

*Approved June 11, 2007*

*Supplements University Rule 21.01.06.C2*

1. GENERAL

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. Texas A&M University-Corpus Christi has developed other rules and procedures that address acceptable use of information resources. The purpose of this university procedure is to identify those relevant policies and procedures.

2. APPLICABILITY

This university procedure applies to all university information resources.

The purpose of the implementation of this university procedure is to provide a set of measures that will mitigate information security risks associated with acceptable use of university information resources. There may also be other or additional measures that will provide appropriate mitigation of the risks. The assessment of potential risks and the application of appropriate mitigation measures are to be determined by the information resource owner or their designee. In accordance with Texas Administrative Code 202 - Information Security Standards, each department and/or resource owner may elect not to implement some or all of the risk mitigation measures provided in this university procedure based on information security risk management decisions and business functions. Such risk management decisions must be documented in the annual security assessment report (See University Rule 21.01.06.C2 Security of Electronic Information Resources).

The intended audience for this standard administrative procedure includes, but is not limited to, all information resources management personnel, owners, system administrators, and users of university information resources.

3. DEFINITIONS

Please refer to University Procedure 21.01.06.C2.01 Definitions.

4. PROCEDURES

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

- 4.1. Incidental personal use of electronic resources including electronic mail, internet access, fax machines, printers, and copiers, is restricted to university-approved users; it does not extend to family members or other acquaintances.

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- 4.2. Incidental use must not result in more than nominal direct costs to the university.
- 4.3. Incidental use must not interfere with the normal performance of an employee's work duties.
- 4.4. Storage of personal email messages, voice messages, files, and documents within university information resources must be nominal.
- 4.5. All messages, files, and documents, including personal messages, files, and documents located on university information resources, may be subject to open records requests, and may be accessed in accordance with this procedure.

### 5. CONSEQUENCES FOR VIOLATIONS

All university employees to include staff, tenured and non-tenured faculty, graduate assistants, student workers, interns, guests, volunteers, and probationary, temporary, or wage employees as well as contractors, consultants, and vendors required to adhere to this university procedure may be subject to criminal, civil, or disciplinary actions consistent with federal and state laws, system policies, and university rules.

Individuals found in violation of this university procedure are subject to loss of access privileges to university information resources (e.g. servers, workstations, email, etc). In addition, contracts associated with contractors, consultants, or vendors are subject to review and possible termination. Any device, system, or software found in violation of this procedure may be confiscated and temporarily stored by the Information Resources Manager or a representative of the office.

Additional guidance may be found, but is not limited to, the following policies and rules.

- Texas A&M System Policy
  - 01.03 Appointing Power and Terms and Conditions of Employment
  - 07.01 Ethics Policy, TAMUS Employees
  - 32.02 Discipline and Dismissal of Employees
  - 32.02.02 Discipline and Dismissal Procedure for Nonfaculty Employees
  - 33 Employment, Standards of Conduct
- Texas A&M University-Corpus Christi Rule
  - 12.01.99.C3 Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments
  - 13.02.99.C1 Student Disciplinary Proceedings

Contact for Interpretation: Assistant Vice President for Technology

Office of Responsibility: Executive Vice President, Finance & Administration