**UMBC Acceptable Use Policy**
**UMBC Policy X-1.00.01**

## I.   POLICY STATEMENT

This Policy sets forth the values and principles that govern appropriate use of UMBC computing and digital information resources ("IT Resources"). Such IT Resources are the property of the State of Maryland, and users are bound by all pertinent University, State, and Federal policies and statutes. Values core to the University are scholarly inquiry, freedom of expression, and sharing of information. These values form the basis for our Acceptable Use Policy. Access to UMBC IT Resources, including UMBC accounts, is a privilege granted by the University in support of these goals. Acceptable use balances limits necessitated by law, economy, security, and privacy with the principles of academic freedom and constitutional rights of free speech. Use of UMBC IT Resources must be responsible and professional.

## II.   PURPOSE FOR POLICY

UMBC provides access to IT Resources for students, staff, faculty, and certain other users ("Users") in support of UMBC's mission of teaching, research, public service, and in support of the official duties of the University. When activating an account, a User explicitly affirms that: they will abide by the broadest interpretation of the following practices and policies; failure to comply with the University Expectations (below) and to avoid the Prohibited Activities (see Section IV.A. below), may result in loss of IT Resource privileges and/or disciplinary action; UMBC regularly collects log records to assess campus security and may monitor computer use to protect the University's IT Resources and data; and the University may terminate the account of anyone who has been determined to use their access for unlawful purposes or in contravention of this Policy. University Expectations of IT Resource Users include that Users shall:

1. Act responsibly so as to ensure the integrity and both legal and ethical use of IT Resources.
2. Respect the rights of others, and not act to impede those rights by acts such as threats, harassment, intimidation, theft, or fraud.
3. Use University IT Resources and user accounts only for appropriate University activities and respect all pertinent licenses, copyrights, contracts, and other restricted or proprietary information.
4. Acknowledge that UMBC system administrators may examine, or adjust or limit access rights of, UMBC accounts, electronic files and mail, and other IT Resources for the purpose of diagnosing and correcting problems with the system or for the purpose of legal discovery or business continuity and that

the University may restrict or rescind IT Resource privileges for cause or to ensure the security of the University's IT Resources (see Section IV.B. below).

5. Acknowledge that all uses of IT Resources, including, but not limited to, electronic files and mail, are subject to Maryland's public disclosure law (Maryland Public Information Act, Maryland Code, §§4-101 et seq., General Provisions Article).

## III. APPLICABILITY AND IMPACT STATEMENT

This Policy addresses anyone, including the entire UMBC campus community, using or attempting to use IT Resources, as well as the use of personal computing resources on the University network.

## IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following offices:

| Subject | Contact | Telephone | Email |
|---|---|---|---|
| Policy Clarification | Division of Information Technology (DoIT) | 410-455-3208 | itpolicy@umbc.edu |

## V. UNIVERSITY POLICY

### A. SOME EXAMPLES OF PROHIBITED ACTIVITIES

The following are some IT Resource Prohibited Activities; this list is not exhaustive and is representative of some Prohibited Activities that have arisen in the past. Users are in violation of this Policy if, by act or omission, they:

1. Use University computing or IT Resources in violation of local, State, or Federal law, the policies of USM or UMBC or relevant contracts.
2. Corrupt or misuse IT Resources or other restricted proprietary information, attempt to or access another person's UMBC account or email without permission, or violate intellectual property rights, such as copyright and / or software license agreements, either intentionally or recklessly.
3. Use IT Resources for personal or private financial gain without written University authorization. Excepted from this provision is remuneration to faculty and staff for customary University related activities including approved consulting; copyrights; patents; royalties; honoraria; reviews; etc.

**B. ACTION TO PRESERVE PUBLIC SAFETY OR INTEGRITY OF COMPUTING RESOURCES**

Under the USM IT Security Standards, UMBC is required to take proactive measures to monitor network traffic, operating systems, and critical application services for potential security incidents. When threats are identified, UMBC will take action to preserve the integrity of these IT Resources, which may include temporarily taking systems offline or suspending User access privileges. If appropriate, or required, findings from investigations may be reported to other University officials for review and action, or to USM, State or Federal authorities.

**C. ACKNOWLEDGMENT OF POLICY**

By activating their UMBC account, a User explicitly agrees to abide by the above Policy in its entirety.

## VI.   DEFINITIONS

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|---|---|
| **UMBC Community** | Any student, alumnus, faculty member, staff member, research associate, contractor, anyone who is granted access, or visitor who uses UMBC facilities and resources. |
| **Information Technology Resources (IT Resources)** | <ul><li>All University-owned computers, classroom technologies and peripheral equipment; licensed or developed applications software, systems software, or databases; and third party and cloud services;</li><li>Anything using or connecting to UMBC's communications infrastructure.</li><li>Institutional computing resources, including electronic communications such as email and messaging, documents and other digital information assets.</li></ul> |

## VII.   APPROVAL AND PROCEDURES

A. The IT Steering Committee shall review and recommend approval of modifications to guidelines and procedures associated with this policy.
B. Procedures: By activating their UMBC account, a User explicitly agrees to abide by the above Policy in its entirety.

## VIII.   DOCUMENTATION: N/A

## IX.   RESTRICTIONS AND EXCLUSIONS: None

## X.   RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

X.1.00.02 - UMBC Information Technology Security Policy

X.1.00.06 - UMBC Policy on Web Site Privacy Statement

X.1.00.08 - UMBC Policy on Cell Phone Usage

X.1.00.09 - UMBC Policy on the Classification and Protection of Confidential Information

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**Administrator Use Only**

**Policy Number:** UMBC X-1.00.01
**Policy Section:** Section X: Information Technology
**Responsible Administrator:** Chief Information Officer - DoIT
**Responsible Office:** Division of Information Technology
**Approved by President:** 9/26/96, 4/15/25
**Originally Issued:** 9/26/96
**Revision Date(s):** 4/15/25