

## Information Technology Resources

USF employees are expected to use information technology (IT) resources in a responsible, ethical, and lawful manner according to state and federal laws, USF rules, regulations, policies, and the terms of software license agreements. Activities which intentionally damage or interfere with the work of other IT users are especially inappropriate and may constitute violations of state law.

This compliance-in-a-nutshell document will answer several of your questions relating to the use of IT resources, and will provide you with guidance that will help you do the right thing; however, this guidance is not intended to substitute for an employee's consultation of USF policies.

### KEY POINTS EVERY EMPLOYEE NEEDS TO KNOW:

- 1) You are responsible for all actions taken using any computer login ID assigned to you.
- 2) Your IDs and associated passwords are considered sensitive and confidential.
- 3) Your password must be appropriately complex and must never be disclosed.
- 4) If you are granted authorization to connect your personal computer to the USF network, you must abide by USF standards for information security and proper use including applicable state and federal laws.
- 5) Incidental personal use of IT resources including, but not limited to, copy machines, fax machines, telephones, computers, computer accounts, and email accounts, is only allowed under certain limited conditions.
- 6) Be aware that your use of USF computing resources is not completely private.
- 7) Only use copyrighted material in accordance with its license or purchase agreement and do not copy or alter it except as permitted by law or by the software licensing agreement. Unauthorized copying, distribution, or use of copyrighted material is a violation of state law, and the USF-as well as individuals-may be held legally liable for these actions.

### WHERE CAN YOU GO FOR MORE INFORMATION, ADVICE, AND ASSISTANCE?

Consult [USF Policy 0-502](#). Contact [Information Technology](#) by calling (813) 974-HELP (4357) or emailing [help@usf.edu](mailto:help@usf.edu).