



Administration and Finance

Policy No:

Policy Name:

Internet/E-mail Usage

Effective Date:

January 10, 2003

Policy:

It is the policy of the Division of Budget and Finance that employees and students follow these guidelines:

Revision Date:

August 5, 2004

1. Employees are responsible for ensuring that all content transmitted over the internet or in E-Mail is in keeping with University of Maryland usage policy.
2. Third party email systems are prohibited unless authorized by your department supervisor.
3. Employees are prohibited from using IRC/chat programs such as AOL Instant Messenger, MSN Messenger, Yahoo! Messenger and ICQ.
4. Employees are prohibited from accessing chat rooms, and news groups unless authorized by the IT Staff and Managers.
5. Employees are prohibited from downloading and installing any unauthorized software of any media type such as (Floppy disc, Zip disc, CD's, DVD's) on Budget and Finance computers.
6. Employees may not use the Internet to download entertainment software or play games against opponents over the Internet.
7. The use of a computer, email or the Internet for harassment or other inappropriate behavior regarding race, color, creed, religion, sex, ancestry, national origin, age or disability is prohibited.
8. Sexually explicit material may not be accessed, displayed, archived, stored, distributed, edited or recorded using Budget and Finance network or computing resources.
9. Use of the Internet and email systems for illegal, unethical or anti-social activity is prohibited and the Division of Budget and Finance will cooperate with any legitimate law enforcement investigation.
10. No employee may use state facilities knowingly to download or distribute pirated software or data.
11. No employee may knowingly distribute viruses or bypass any detection system in place.
12. Employees may download software for business use, with approval from IT staff and Managers.

Approved by:

Marc E. Wasserman
Director
Financial Services

Approval Date:

January 10, 2003

Refer Questions to:

Manager
Microsystems
410-706-2924

USM Board of Regent's

Policy Reference:

N/A

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13. Employees may not upload any software licensed or data owned by the state without explicit authorization from Managers and IT Staff.

Definitions and Terms:

N/A

Purpose:

The purpose of this policy is to set procedures regarding the acceptable use of the Internet and email systems within the Division of Budget and Finance.

Scope:

The Division of Budget and Finance provides Internet and email services for purposes consistent with the mission of University of Maryland, Baltimore. The Internet is a vital resource used in the University's teaching, learning, research and administrative activities. Access is offered to our staff to support the performance of their duties and their participation in the life of the University. Internet and email usage is also allowed for personal purposes for both students and staff.

Monitoring:

All messages created, sent, or retrieved over the Internet are the property of the University] and may be regarded as public information. UMB reserves the right to access the contents of any messages sent over its facilities if the University believes, in its sole judgment, that it has a business need to do so. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Restrictions and Exclusions:

N/A

Responsibilities:

N/A

Related / Impacted Policies:

N/A