



# Acceptable Use Policy

POLICY 07.01.01

Effective Date: 12/31/2014  
Last Revised Date: 05/30/2025  
Last Reviewed Date: 05/30/2025

The following are responsible for the accuracy of the information contained in this document.

**Responsible Policy Administrator**  
Information Security Officer

**Responsible Department**  
Information Technology

**Contact** UMassChanInformationSecurity@umassmed.edu

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## Policy Statement

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It is the policy of the University of Massachusetts Chan Medical School (UMass Chan) to encourage widespread access and distribution of data and information. UMass Chan maintains access for its community to local, national, and international sources of information and provides an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the UMass Chan information technology resources is a privilege and must be treated with the highest standard of ethics.

UMass Chan expects all Workforce Members of the community to use computing, data and information technology resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and federal laws, and UMass Chan policies and standards.

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## Reason for Policy

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UMass Chan has an obligation to protect the integrity of information technology resources, the rights of all users and the property of the UMass Chan in its sole discretion. **UMass Chan thus, reserves the right to examine material stored on or transmitted through its resources if there is cause to believe that the requirements for acceptable and ethical use are violated** by a member of the UMass Chan community or a trespasser onto its systems or networks.

UMass Chan reserves the right at any time, with or without prior notice or permission from the user or users of a computer, mobile cellular, or other UMass Chan-owned computing device, to monitor, to seize such device and/or copy or have copied and/or wipe or have wiped, any and all information from the data storage mechanisms of such device as may be required in the sole discretion of UMass Chan in connection with investigations of possible wrongdoing or legal action. In addition to the foregoing, privately owned devices

connected to the University network are also subject to inspection and/or monitoring by authorized University personnel.

### Information Disclaimer

Individuals using computer systems owned by the University do so subject to applicable laws and UMass Chan policies. UMass Chan disclaims any responsibility and/or warranties for information and materials residing on non-University systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the Commonwealth of Massachusetts, the University, its faculty, staff, or students.

I have read and agree to abide by the entire content of this Acceptable Use Policy and all related policies/guidelines/standards referenced herein. I recognize my overall responsibility to exercise the degree of care required to maintain control of university computing systems and resources (e.g. data, software, hardware, network components, etc.) and agree to abide by established University policies/guidelines/standards and College procedures. I acknowledge that failure to comply with University Acceptable Use related policies/guidelines/standards/procedures might result in the loss or restriction of my computer access; reprimand, suspension; dismissal, or other disciplinary or legal action.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTICE OF RIGHT TO CHANGE ACCEPTABLE USE POLICY

UMass Chan reserves the right to change this policy or any portion of the policy, at any time, with or without prior notice.

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## Entities Affected By This Policy

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This policy applies to all users of computing, data, mobile cellular, and information technology resources including faculty, staff, students, guests, external organizations, and individuals accessing network services, such as the Internet, via UMass Chan resources. By accessing and/or using University information systems, and/or by "clicking through" a usage agreement during UMass Chan or other equipment registration procedure, users assent to the Terms and Conditions of the Acceptable Use Policy.

Preserving access to information resources is a community effort that requires each member to act responsibly and guard against abuses or negligence. Therefore, both the community as a whole and each individual user have an obligation to abide by and hereby agree to the **following requirements of acceptable and ethical use.**

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## Related Documents

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- Data Classification Policy (07.01.03)
- Encryption Policy (07.01.06)

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## Scope

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This policy outlines the requirements for acceptable use of UMass Chan computing, data, mobile cellular, and information technology resources, which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, transmitted across, or otherwise provided by the Office of Information Technologies at UMass Chan.

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## Responsibilities

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### Enforcement and Monitoring

UMass Chan considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to monitor, to copy and/or examine any activity, files or information resident on UMass Chan systems allegedly related to unacceptable use and to protect its network from systems and events that inappropriately expose data or information or threaten or degrade operations. Violators are subject to disciplinary action as described in the Corrective Action Policy and may be prosecuted under applicable federal and state law.

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property and may subject the University to penalties and the user to discipline.

**Any Workforce Member of the UMass Chan community found using information resources for unethical and/or unacceptable practices is in violation of this policy and may be subject to disciplinary proceedings** including suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate.

**UMass Chan reserves the right to limit or restrict the use of its computing and information technology resources** based on institutional priorities and financial considerations. Further it may restrict access based on evidence of a violation of university policies, contractual agreements, or state and federal laws.

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## Requirements

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### Acceptable and Ethical Use:

#### 1. Training and Compliance

- 1.1. Complete all privacy and security training required of your position in a timely manner.
- 1.2. Ensure that sensitive data is created, collected, maintained, used, disseminated, and destroyed in a manner that prevents unauthorized use, corruption, disclosure, loss, or theft according to UMass Chan policy, legal and contractual requirements.

- 1.3. Encrypt data in compliance with UMass Chan policy and in accordance with applicable state and federal regulations.

## 2. Authorized Use and Resource Management

- 2.1. Use UMass Chan resources only for authorized purposes, including limited personal use. Exercise good judgment regarding the reasonableness of personal use.
- 2.2. Use only those computing, data, and information technology resources for which you have authorization and only for their intended purpose.
- 2.3. Protect the access to and integrity of computing, data, and information technology resources.
- 2.4. Properly create, collect, maintain, access, disseminate and dispose of university data based on the data's classification to prevent unauthorized use, corruption, disclosure, loss or theft according to UMass Chan policy, legal and contractual requirements.

## 3. Responsible Communication and Conduct

- 3.1. Conduct all communication, including electronic, in a responsible manner. This includes safeguarding the integrity and confidentiality of university electronic communication (e.g. email).
- 3.2. Respect the privacy and personal rights of others. For example, do not rebroadcast or forward information obtained from another individual that the individual reasonably expects to be confidential, except as required by your job responsibilities, University Policy, and applicable laws.
- 3.3. Internet use must comply with the Terms of Service stipulated by our Internet service provider(s).

## 4. Accountability and Security

- 4.1. You are responsible for all activities which originate from your user ID or from your assigned computing device. Access only your own information, or information that is publicly available, or to which you have been granted access.
- 4.2. Immediately report compromises and other security incidents to the Information Technology Help Desk, including but not limited to, the loss or theft of portable/mobile devices.

## 5. Legal and Ethical Compliance

- 5.1. Abide by applicable laws and UMass Chan policies and respect the copyright and intellectual property rights of others, including the legal use of copyrighted software. Illegal distribution of copyright software within or outside of the University through any mechanism, electronic or otherwise, is strictly prohibited.

5.2. Never use UMass Chan resources to engage in any illegal activity.

**The following activities, while not an exhaustive list, are examples of unacceptable use and are PROHIBITED:**

**1. Account and Identity Misuse**

1.1. Use of another person's account, identity, security devices/tokens, or presentation of false or misleading information or credentials, or anonymous access, or unauthorized use of information systems/services.

1.2. Share account credentials (username / password) with anyone.

**2. Data and Information Misuse**

2.1. Access and/or disclose Confidential or Highly Restricted Use data or sensitive system or network information except as authorized as part of your duties and according to established standards.

2.2. Access or use data or information unless you are authorized to do so.

2.3. Store PII on local drives of laptops, desktop computers or other unapproved devices, without departmental management approval.

2.4. Distribute information that violates existing laws, or university policy, procedures, and code of conduct.

2.5. Remove or delete data (e.g. email), including from a remote location, unless required for job responsibilities and in a manner consistent with record retention requirements.

2.6. Make illegal copies of copyrighted materials or software, photograph, or capture images of protected information.

**3. Misuse of Systems and Networks**

3.1. Use computer programs to decode passwords, access control information, send chain emails, spam, generate excessive printing and other inappropriate behavior.

3.2. Use of systems to harass, threaten, libel, or defame any person.

3.3. Attempt to circumvent or subvert system and network security measures.

3.4. Operate any UMass Chan system or any system on the UMass Chan network without the use of Anti-Virus software configured to auto-update.

3.5. Engage in any activity that may be purposely harmful to UMass Chan data, systems, or networks.

- 3.6. Connect unauthorized equipment (for example, a personal wireless access point) to the UMass Chan network, directly or via remote connection.
- 3.7. Visit internet sites that contain illegal content.
- 3.8. Abuse highly authorized or administrative privileges to access data or systems unnecessarily or inappropriately.
- 3.9. Installation of personal hot spots on the network.

#### 4. Improper Usage of UMass Chan Resources

- 4.1. Use UMass Chan systems or networks for commercial or political purposes (unless otherwise specified in the IP agreement).
- 4.2. Use UMass Chan systems or networks to conduct activities that pose security risks. Sites that offer gambling, adult content or cryptocurrency or contain malicious content and should be avoided.
- 4.3. Use the UMass Chan systems or networks for personal gain, profit, or convenience (unless otherwise specified in the IP agreement)

#### 5. Improper Usage of UMass Chan purchased Mobile Devices

- 5.1. Download and/or use Mobile fee-based services not originally requested (custom ring tones, CPS programs, etc.)
- 5.2. Maintaining devices for employees that are no longer actively employed by UMass Chan.
- 5.3. Replacing your mobile device prior to upgrade eligibility.
- 5.4. Incurring charges beyond your service plan.
- 5.5. Incurring international voice and/or data charges.
- 5.6. Changing carriers or equipment for personal convenience.
- 5.7. Not returning devices that are idle for more than 90 days resulting in service plan's cancellation.
- 5.8. Maintaining two active cellular devices (e.g. two phones, two air cards, etc.) per employee

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## Definitions

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**Cell phones and cellular service** – UMass-Chan-owned Devices such as cell phones, iPhone/Android, internal and external air cards, and other wireless devices that use a cellular signal to provide Internet access and/or voice communication.

**Data Encryption** – The process of converting unencrypted plain text into encrypted cyphertext, which maintains data privacy even if the data is lost or stolen.

**Mobile Code** – Software that resides on a website, which moves to a user's computer and runs within the user's web browser. Examples include Java, ActiveX, Visual Basic (VB script)

**PII** – Personally Identifiable Information is any information that can be used to uniquely identify an individual, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical (PHI), educational, financial (PI), and employment information.

**Portable Media** – All portable devices which can store electronic data including but not limited to laptop computers, portable disk drives, CD and DVD media, backup tapes, cellular telephones, PDAs, audio recorders, and thumb drives

**Workforce Members** – faculty, staff, contingent workers, contractors, interns, residents, retirees, and students engaged with all UMass Chan Medical School schools, departments, centers, and business units.

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## Approvals

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DocuSigned by:  
  
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Responsible Policy Administrator

6/26/2025

Date

  
Executive Vice Chancellor for  
Administration & Finance

  
Date