A. PURPOSE

The purpose of this policy is to outline the responsibilities in the use of information technology (IT) resources at Old Dominion University.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Restructured Higher Education Financial and Administrative Operations Act, Code of Virginia Section 23.1-1000 et seq., as amended

C. DEFINITIONS

Data - An information asset that represents, but is not limited to, individual data elements, lists, addresses, documents, images, measurement samples, programs, program source code, voice recordings, aggregations of data, or other information in a digital format. Data in a tangible object, typically paper, is excluded from this policy, but is subject to other University policies, including, but not limited to, policies on records management and confidentiality.

Information Security Officer (ISO) – The Old Dominion University employee, appointed by the President or designee, who is responsible for developing and managing Old Dominion University’s information technology (IT) security program.

Information Technology Resources - Computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

Use - Use, in the context of this policy, is not limited to actions by end users. Use is defined as any activity in the design, development, construction, implementation, transmission, storage, protection, retrieval, support or management of information technology.
D. **SCOPE**

This policy applies to all users of Old Dominion University information technology resources and governs the use of all information technology resources whether owned by or operated for University business through contractual arrangements, including, but not limited to, all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

E. **POLICY STATEMENT**

As owner of information technology resources, Old Dominion University acknowledges its responsibility to:

- ensure the appropriate and lawful use of these resources,
- safeguard the integrity of computers, networks, and data,
- ensure that use of electronic communications complies with University policies, and
- protect the University against damaging legal consequences.

Old Dominion University employees, students, and other users are afforded the privilege of using information technology resources. Privileges are granted to support the University's mission of instruction, research, and service; for conducting the business and administrative functions of the University; and to support student life.

All users of IT systems are responsible for reading and complying with University information technology requirements, reporting breaches of IT security, actual or suspected, to University management and/or the Information Security Officer, taking reasonable and prudent steps to protect the security of IT systems and data to which they have access, and complying with any Federal, State, or local statutes and University policies and standards as might apply to these resources.

Old Dominion University reserves the right to revoke any user’s access privileges at any time for violations of policy, standards and/or conduct that disrupts the normal operation of information technology resources.

F. **PROCEDURES**

The specific standards to be utilized for compliance with this policy are published on the Information Technology Services Computing Policies and Standards website.

G. **RETENTION**

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.
H. RESPONSIBLE OFFICER

Chief Information Officer

I. RELATED INFORMATION

University Policy 6620 - Personal Use of University Materials or Funds
Information Technology Standard 02.6.0 – Remote Access and Virtual Private Network Standard
Information Technology Standard 02.9.0 – Mobile Device Management Standard
Information Technology Standard 04.1.0 – MIDAS Identity Management Standard
Information Technology Standard 04.2.0 – Account Management Standard
Information Technology Standard 05.4.0 – Virus & Malicious Code Protection Standard
Information Technology Standard 09.1.0 – Acceptable Use Standard
Information Technology Standard 10.1.0 – Disciplinary Action Standard
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Rusty Waterfield                     March 9, 2017
Responsible Officer                      Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks                      December 13, 2016
Chair, Policy Review Committee (PRC)     Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage                    March 10, 2017
Responsible Oversight Executive          Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance                       March 14, 2017
University Counsel                      Date

Presidential Approval:

/s/ John R. Broderick                   March 15, 2017
President                               Date

Policy Revision Dates: October 1, 2007; February 12, 2011; March 15, 2017

Scheduled Review Date: March 15, 2021