

## POLICY STATEMENT 121 ACCEPTABLE USE FOR INFORMATION TECHNOLOGY SYSTEMS

#### POLICY DIGEST

1

2 3

4

Monitoring Unit: Office of Information Technology Initially Issued: October 17, 2022 Last Revised: none

## 13 I. PURPOSE

- 14 As an institution of higher education, Louisiana State University at Eunice ("University" or "LSU
- 15 Eunice") is charged with maintaining systems and data for administrative and academic
- 16 purposes. These assets are critical to the mission of the University, and the acceptable use of
- 17 these systems and data sets must be managed with a formalized Acceptable Use Policy.
- 18 The purpose of this policy is to outline certain specific responsibilities that each user
- 19 acknowledges, accepts, and agrees to follow when using Information Technology (IT) assets
- 20 provided at, for, and by and/or through LSU Eunice, regardless of location of the IT asset.

## 21 II. DEFINITIONS

- Bring Your Own Device (BYOD). BYOD refers to use of personal devices to connect to the
   organizational network and systems.
- Digital Millennium Copyright Act (DMCA). DMCA is a 1998 United States copyright law that criminalizes production and dissemination of technology, devices, or services intended to
- circumvent measures that control access to copyrighted works.
- Internet of Things (IoT). IoT is the interconnection via the network of computing devices
   embedded in everyday objects, enabling them to send and receive data
- Packet Capture. Packet capture is a method of using a computer program or piece of hardware
   that can intercept and log traffic that passes over a digital network or part of a network.
- Port scanning. Port scanning is a method of determining which ports/services on a network are
   open and could be receiving or sending data.

#### 33 III. POLICY STATEMENT

- 34 A. Network Acceptable Use
- LSU Eunice shall define acceptable use parameters for all network related assets, configurations, and activities including, but not limited to,
- 37 a. Legal Compliance

38	b. Internet of Things (IoT)
39	c. Network analysis (e.g., packet captures, port scanning)
40	d. Network utilization (e.g., bandwidth monitoring)
41	e. Network peripherals (e.g., hubs, routers, switches)
42	f. Network access (e.g., device registration)
43	B. System Acceptable Use
44 45	<ol> <li>LSU Eunice shall define acceptable use parameters for all system related assets, configurations, and activities, including but not limited to:</li> </ol>
46	a. Access Controls (e.g., screen lock, logon/logoff procedures)
47	b. Data storage
48	c. Physical security (e.g., theft prevention, travel precautions)
49	d. BYOD security requirements
50	e. Usage activity auditing
51	C. Application Acceptable Use
52 53	<ol> <li>LSU Eunice shall define acceptable use parameters for all application related configurations, and activities including, but not limited to:</li> </ol>
54	a. Application permissions and credentials
55	b. Software installation, usage, and removal
56	c. Data transmission
57	d. Malicious software
58	e. Digital communication services (e.g., email, chat, conferencing, etc.)
59	D. Electronic Mail Acceptable Use
60 61	<ol> <li>LSU Eunice shall define acceptable use parameters for electronic mail usage including, but not limited to:</li> </ol>
62	a. Eligibility
63	b. Account retention procedures
64	c. Storage and retention

- 65
- d. Privacy and applicability of laws and policies

## 66 IV. STANDARDS

- A. The network acceptable use standards are outlined in <u>Standard LSU Eunice-ST-121-1</u>.
- B. The system acceptable use standards are outlined in <u>Standard LSU Eunice-ST-121-2</u>.
- 69 C. The application acceptable use standards are outlined in <u>Standard LSU Eunice-ST-121-</u>
   70 <u>3</u>.
- D. The electronic mail acceptable use standards are outlined in <u>Standard LSU</u>
   <u>Eunice-ST-121-4</u>.

# 73 V. REVISION HISTORY

Version	Date	Change Description	Edited By
0.1	02/25/2022	Initial Draft	OIT

74