



Acceptable Use Policy Policy Number 8-0001

Responsible Unit: Information Technology	Effective Date: 8/30/2004
Responsible Official: Director and Chief Information Officer, Information Technology	Last Reviewed Date: 4/15/2025
Policy Classification: Information Technology	Last Revised Date: 4/15/2025
	Origination Date: 8/30/2004

1.0 Rationale:

To provide SULC technology users of their responsibilities in the appropriate use of SULC technology resources.

2.0 Policy Scope:

This policy applies to all SULC users accessing and utilizing SULC technology resources including:

- Devices (computers, mobile devices, printers, etc.)
- Network infrastructure (wired and wireless)
- Cloud services, email, storage, and other institutional platforms
- Internet access provided through SULC systems

3.0 Definitions:

User – SULC employees and students, contractors, vendors, and agents working under the auspices of the Law Center.

SULC Administrative Management – SULC Directors, Assistant Vice Chancellors or Vice Chancellors over Law Center business or Information Technology operational areas (e.g. Enrollment, Admissions, Financial Aid, Alumni, Finance, Information Technology, etc.), and the Law Center Chancellor or his designee.

4.0 Policy Compliance:

Failure to with the policy will result in progressive disciplinary action up to and including termination.

5.0 Procedure:

In general, SULC expects the user community to make practical and effective use of SULC technology resources in an ethical and legal manner. In addition, such resources shall be used in a manner that is respectful of the rights of the members within the SULC community

The Honor Code and general school rules for behavior apply.

Clicking through the online acknowledgment page indicates that the party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms.

Guidelines for Acceptable Use of Technology

1. **Appropriate Use of Technology Resources:** SULC provides innovative technology resources, including the Internet, to support the pursuit of educational excellence by its students. Within the school environment, these resources are to be used to conduct research, support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school.

Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on this system because of its limited educational purpose.

Users are expected to:

- Maintain the integrity, confidentiality, and security of all systems and data.
- Respect intellectual property and privacy rights.
- Adhere to all applicable federal and state laws, as well as SULC policies.

2. **Use of Technology Resources – a Privilege, Not a Right:** The use of technology resources at SULC is a privilege, not a right. Users who fail to adhere to the terms of the Acceptable Use Policy face cancellation of access privileges as well as disciplinary or legal action.
3. **Use of Technology Resources:** SULC Technology Resources may be utilized by SULC students, faculty, staff, and individuals authorized by SULC Administrative Management for SULC business and academic purposes.
4. **Unacceptable Uses:** SULC seeks to protect the civil, personal, and property rights of those individuals using school technology resources and regards the following technology use as unacceptable:

Accessing Information Which Does Not Support Educational Purposes:

- Sexually explicit adult sites, hate sites – sites that promote racism, sexism, or hatred based on religion, ethnic origin, or sexual orientation, sites that promote violence or illegal activities, sites that provide or sell term papers, book reports, or other types of school work
- Utilizing Technology Resources for personal use.

Misuse of Communication Tools:

- Sending or forwarding messages that are harassing, discriminatory, obscene, defamatory, or otherwise inappropriate.
- Spamming or phishing activities.
- Impersonation, unauthorized use of another's identity, or misuse of credentials.
- Communications containing language that is obscene, profane, sexually explicit, lewd, vulgar, rude, disrespectful, threatening, or inflammatory
- Personal web pages or social media that connect student/students to SULC
- Using references to SULC on any unauthorized web pages or social media.

Abusing Technology Resources:

- Changing, rearranging, adding or deleting desktop and software settings on resources used by multiple users
- Downloading and storing executable or zip files without specific approval
- Downloading files, video clips, graphics, mp3s, or programs to the hard drive of a network computer
- Storing information, such as bookmarks or Word documents, in any places other than those specifically for student data
- Downloading and/or storing information not pertinent to classroom activities on network resources.
- Installing or using unlicensed software or applications.
- Excessive or disruptive use of resources (e.g., printing unnecessarily, bandwidth hogging).
- Using school technology resources to conduct a business or for other unauthorized commercial gain.
- Using the network to engage in illegal activity
- Using the network in ways that disrupts network use by others
- Vandalizing, damaging, or disabling equipment, software or data
- Downloading, sharing, or storing pirated or illegal media (e.g., movies, games, music).
- Using peer-to-peer file-sharing tools that bypass security controls or consume excessive bandwidth.
- Playing non-academic video games or streaming unrelated content during instructional or work hours.

Safety and Security Issues:

- Failing to keep personal login credentials confidential.
- Failing to log off when finished using a workstation.
- Leaving devices unattended and unlocked in public or shared spaces.
- Sharing or exposing personal login credentials.
- Disclosing photographs or personal information, such as names, addresses, or phone numbers, online for the school, for oneself or for others.
- Attempting to gain unauthorized access to accounts, files, or systems.
- Introducing malware, viruses, or engaging in “hacking” activities.

Copyright Issues:

- Downloading or exchanging pirated or illegally obtained software
- Violating software licensing agreements by loading software illegally
- Copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission [Material on Web sites is protected by copyright.]

Plagiarism:

- Using the work of another person without permission or proper citation
- Using technological resources to reformat and revise the work of another, then submitting that work as one’s own.

5. **Consequences of Inappropriate Use:** Access to technology is provided as an important component of the SULC educational environment. Users who fail to adhere to the terms of the Acceptable Use Policy may face the following:

- Revocation of access to technology resources.
- Disciplinary actions under applicable SULC codes or employment agreements.

- Civil or criminal penalties for illegal activities.
6. **Procedure of Reporting Inadvertent Inappropriate Use:** If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a professor, librarian, administrator, or IT staff of the mistake. Failure to report unintentional misuse will result in the incident's being considered an intentional violation.
 7. **Limited Expectation of Privacy:** While SULC respects individual privacy, it reserves the right to monitor systems to ensure compliance with this policy. Email, files, and internet usage may be accessed or audited under the following circumstances:
 - Security investigations
 - Legal inquiries
 - Suspected policy violations
 8. **Academic Freedom and Content Sensitivity:** SULC supports academic freedom and the need to access a broad range of legal and scholarly content. Users may encounter material that is personally offensive in the course of research. Discretion and respect for the academic environment are expected.
 - 9.
 10. **Disclaimer:** SULC makes no warranties of any kind, whether expressed or implied for the Internet access services it provides. SULC specifically denies any responsibility for the quality of information obtained through the Internet. SULC denies responsibility for loss of data resulting in delays, non-deliveries, miss-deliveries, or interruptions sustained by users as a result of system failure. SULC denies responsibility for financial obligations arising from unauthorized use of the system for the purchase of products or services. SULC accepts no responsibility for damages incurred by a user's inappropriate use of the system.

6. Policy History and Review

New policy was created 8/30/2024. Revised 4/15/2025. The policy is subject to a five-year policy review cycle and shall be reviewed by the Director and Chief Information Officer for Information Technology and any changes will be submitted to the Chancellor for approval.

7. Publication of Policy

This policy is published on the Southern University Law Center website at www.sulc.edu.

8. Policy Approval

This policy was approved by the Chancellor on 4/15/2025.



Alvin Washington
Chancellor, Southern University Law Center

4/21/2025

Date