

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

Policy Number: AGCENTER PS-47

Effective Date: July 1, 2006

Revision Date: July 1, 2023

Version: 1

Responsible Office: LSU AgCenter Information Technology

Category: Information Technology

APPROPRIATE/ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

I. PURPOSE

The LSU AgCenter provides information technology resources and information systems for support and fulfillment of business processes and mission objectives. The resources include electronic mail and other methods of communication and collaboration, internet/network connectivity, software and services, hardware/devices/equipment, and systems.

Any information technology resource and/or information system must be used appropriately and acceptably regardless of method or means of acquisition. This policy and related policies, procedures, standards, and guidance provide the basis for determination of what use is appropriate, acceptable and/or authorized.

This policy statement is required by LSU (Louisiana State University) PM-36.

II. POLICY

A. Scope

1. This policy is applicable to all information technology resources utilized to fulfill duties and responsibilities required in connection with the LSU AgCenter, whether it is used by an employee, volunteer, adjunct, or affiliate, paid or unpaid and all use of information technology resources and information systems acquired by or for the LSU AgCenter.
2. Identities, accounts, credentials, secrets (passwords, passphrases, PINs, etc.), verifiers and usage thereof are subject to the policy.

3. This policy is in addition to all applicable regulation, statute, memoranda, policy, or otherwise binding direction to which the LSU AgCenter is subject.
4. Information received or retrieved from or by means of LSU AgCenter information technology resources or in connection with duties or responsibilities for the LSU AgCenter are subject to this policy.

B. Key Terms / Definitions

1. **Information technology** refers to any form of technology that serves to store, manipulate, transmit, or receive information and *information system* refers to a combination of information technologies. This is inclusive of hardware and/or devices as well as software (operating systems, programs, applications, plug-ins, add-ons, etc.) and services.
2. **Acquisition** see PS-32.
3. See [Definitions for Information Technology Policies, Standards, and Procedures](#) for all relevant key terms and definitions.

C. General Policy / Requirements

1. LSU AgCenter information technology resources, regardless of the degree to which they are used, must be used exclusively for activities, duties, and responsibilities pertaining to the LSU AgCenter and used in a manner consistent with professional public service.
2. Tasks and duties performed under the direction of the LSU AgCenter requiring the use of information technology must be performed and/or fulfilled using approved information technology and/or systems.

D. Responsibilities

1. As a condition for access to and use of LSU AgCenter information technology resources and information systems, each user, regardless of the nature of affiliation, is responsible for compliance with all applicable requirements including, but not limited to, regulations, statutes, memoranda, policy, procedures, standards, and guidance.
2. The LSU AgCenter Information Technology unit will provide guidance and implement standards and procedures based on acceptable use parameters as defined by this policy, in consultation with subject matter experts and administration.

3. LSU AgCenter Information Technology is responsible for the development, implementation and/or deployment of technical controls, methods, and systems to assess and ensure compliance.

E. Privacy

1. No guarantee or expectation of privacy may be construed on any information gathered, stored, and/or transmitted using LSU AgCenter information technology resources. The LSU AgCenter reserves the right to retrieve and review any information stored, composed, sent, or received using any AgCenter information technology resource.
2. Any information originated or derived through duties, responsibilities, and/or activities related to the LSU AgCenter will remain the property of the LSU AgCenter where not superseded by a legally established claim or agreement.
3. Use of LSU AgCenter information technology resources constitutes the employee's consent to the AgCenter's access to, and waiver of the employee's privacy interest in, all data on the system.
4. The LSU AgCenter reserves the right to access and disclose this information in its sole discretion for any business purpose or as required or permitted by law.

F. Confidentiality

1. All information not expressly or explicitly identified for public dissemination must be treated as confidential.
2. LSU AgCenter personnel and affiliates with access to confidential information must only use it in the manner for which it is intended. Confidential information must not be shared with others not authorized to have access to the information. Personnel and affiliates must maintain and protect information appropriate to the level of confidentiality required.
3. Automatic transmission or retransmission of non-public information to external entities or information systems is prohibited without approval from LSU AgCenter Information Technology.

G. Prohibited Use

LSU AgCenter information technology resources and/or information systems shall not be used for any purpose unrelated to the scope of responsibilities or duties with the University, including, but not limited to, the following:

1. any illegal activity or purpose,
2. to access pornographic information,
3. to threaten, intimidate, or demean,
4. to infringe upon any copyright, trademark, or intellectual property,
5. to send, receive, store, or process information for personal business such as outside employment, income, gaming, volunteer tasks, or other such activities,
6. to send, receive, or store information of a sensitive, confidential, classified, or otherwise non-public nature without approved safeguards,
7. to gain unauthorized access to any information or information system or otherwise circumvent information security/protection measures.

III. PROCEDURES

- A. LSU AgCenter Information Technology will establish, review, and revise or amend, as appropriate, standards and procedures for the use of all information technology and information systems.
- B. Standards and procedures will be cataloged and made available to AgCenter constituents in accordance with risk policy and internal audit procedures.

IV. EXCEPTIONS

- A. There are no standing exceptions to this policy.
- B. Exceptions may be requested and reviewed under the direction of the LSU AgCenter Information Technology unit in consultation with subject matter experts and administration.

V. COMPLIANCE/VIOLATIONS

- A. All LSU AgCenter employees and/or personnel shall be responsible for knowledge of the LSU AgCenter Policy statement as it relates to their position.
- B. Failure to comply with this policy may subject the violator to loss of privileges and/or disciplinary action and personal liability, including civil or criminal actions.
- C. LSU AgCenter Information Technology, in compliance with applicable policy and regulation, will be permitted to implement technical controls to audit and/or curtail circumvention of and/or non-compliance with this policy.
- D. Anyone identifying a potential violation of this policy should immediately notify LSU AgCenter Information Technology for subsequent review/investigation. Upon Information Technology review, further action may be necessitated if a

violation is confirmed.

VI. RESOURCES [SOURCES/REFERENCES]

- A. Board of Supervisors Regulations: Article IV, Section 8
- B. LSU Permanent Memoranda: LSU PM-36, Requirement B4
- C. LSU AgCenter Policy Statements
 - 1. LSU AgCenter PS-1
 - 2. LSU AgCenter PS-32
- D. LSU AgCenter Information Technology Standards, Guidance, and Procedures
- E. Definitions for information technology policies, standards, and procedures (ITSG-01)

VII. Additional Information / Questions / Contact

- A. Classification: PUBLIC
- B. Contact: LSU AgCenter Information Technology