60-1 Technology Acceptable Use
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1. **Purpose.** The purpose of this policy and procedures is to cultivate computer use at Eastern New Mexico University System (the System), to regulate computer use as necessary to protect individual privacy, to provide an equitable sharing of limited resources and to promote responsibility in the use of all computer systems of the ENMU System.

2. **Definitions.**
   A. Technology Resources: All System owned or managed assets including, but not limited to, hardware (e.g. desktop computers, laptops, cell phones), software, networks, systems, and data.

   B. Institutional data: encompasses any information created, stored, or processed through technology resources, such as spreadsheets, documents and presentations.

      (i) For information on Confidential Information, please refer to policies 65-1 and 65-7.

   C. User(s): Any individual who accesses or uses the System's technology resources.

   D. Information Technology Services (ITS): Refers to the individual departments on the System's campuses responsible for managing and supporting the technology resources for their respective campuses.

3. **Policy.** The ENMU System's general policy for use of its Technology Resources are:

   A. All Users have the responsibility to use the System Technology Resources in an effective, efficient, ethical and lawful manner.

   B. The use of the System Technology Resources is a privilege, not a right. The System may protect Users by imposing sanctions on Users who abuse the privilege.

   C. Users shall:

   (1) Respect the intended use of accounts established for their use.

   (2) Respect the integrity of the System's Technology Resources.

(3) Respect the privacy of other Users.

(4) Respect the rules, regulations and procedures governing the use of System Technology Resources, and

(5) Respect the proprietary rights of software owners and comply with all copyright laws, treaties and compacts of the United States and all laws of the state of New Mexico, including the New Mexico Computer Crimes Act, NMSA 1978, § 30-45-1 to -7 (1989 as amended through 2006).

E. Standards of common sense and common decency must be applied in determining what uses are proper when using the Technology Resources of the System.

F. The System shall not provide Technology Resources to any person or entity not affiliated with the System as that would violate New Mexico State Anti-Donation Clause.

G. The System acknowledges that Technology Resources provides its users opportunities for research, dialogue and expression. However, the System and each user have the responsibility to use each of the technology resources, which are state property, in a manner related to the educational process for which they are intended.

Procedures

4. **Administration.** This policy shall be administered by the Executive Director for ENMU System Information Technology (EDSIT). Lead Information Technology Services (ITS) personnel at the branch community colleges report to the branch community college in consultation with EDSIT for upholding and adhering to this policy and the procedures outlined below.

   A. Student concerns not resolved by the EDSIT may be presented to the executive administrator for Student Affairs.

   B. Faculty and staff concerns not resolved by the EDSIT may be presented to the executive administrator of the employee's primary area of assignment.

5. **User Accounts.** All User accounts shall be the property of the System. The privileges of such accounts shall be given by the colleges, authorized units, departments and offices of the System for specific academic, administrative or other authorized uses.

   A. Official User Email Address: Users shall be assigned an official e-mail address based on the User's official first and last name. The e-mail address shall remain the same unless the User's name is changed for legal purposes or other extenuating

circumstances.

B. Email Communication: The System reserves the right to send official communications to the User's System email account with the full expectation that the User will receive emails and read these emails in a timely fashion.

C. Users shall be required to use this e-mail address for all official communications within the System.

D. When a User leaves or substantially changes roles in the System, each User account is subject to modifications including but limited to access revocation, permission adjustments, password resets, account deactivation, or removal.

E. Users shall not set automatic forwarding of official emails to any external email address not owned or managed by the System.

6. **Student Accounts.** Student accounts may be opened and maintained only by virtue of an individual's status as a student and account use shall comply with this policy and all other policies and procedures of the System. Records related to each student account shall be kept by ITS.

7. **Employee Accounts.** Employee accounts may be opened and maintained only for the use of the faculty or staff for academic or administrative work. Authorization for each System account shall be made, and appropriate records of the account kept by the appropriate manager or department head.

8. **Affiliate Accounts.** Affiliate accounts may be opened and maintained for individuals or groups who are not directly associated with the System but whose access to Technology Resources has a clear and distinct connection to and provides some intrinsic value for the System. All authorizations for affiliate accounts shall be approved by the EDSIT.

9. **Account Protection.** Any violation of the operation or security of a technology resource shall be deemed a prohibited misappropriation of System property.

    A. Attempts to perform any of the following acts are among such prohibited actions:

        (1) Make an account available to any person not authorized to have access by the System.

        (2) Defeat the security system of any computer.

        (3) Circumvent the accounting system.

(4) Access and/or use an account without authorization.

(5) Use accounts for other than intended purposes.

(6) Misappropriate the data or files of another person.

(7) Download or upload copyrighted material illegally.

B. Authorization for access to any account by someone other than the primary user must be approved by the appropriate administrator, who shall arrange for the maintenance of appropriate records of that authorization.

C. The account holder shall bear the responsibility and the consequences of allowing any access to his or her account without appropriate administrative authorization.

D. The operation and security of Technology Resources shall be protected by passwords and multi-factor authentication (MFA) where applicable.

E. Users should never share their account, password, or MFA.

10. **Resource Limits.** The ENMU System reserves the authority to establish computing resource limits of accounts. If resources are low, the account holder should notify the course instructor, ITS or the authorizing manager or department head, whoever or whichever is appropriate for that account.

11. **Protection of the System.** Responsible continued use of the computer system requires that each user refrain from the development or use of programs or utilities that:

(1) Harass or interfere with other System's computer users,

(2) Infiltrate or modify the computer system or an account or

(3) Damage the hardware or software components of the computer system or

(4) Perform illegal activities.

A. When requested, users shall cooperate with computer system administrators in investigations of abuse and report suspected abuse, especially any damage to or problems with the user's files.

B. ITS reserves the right to identify and mitigate any vulnerabilities in Technology Resources connected to or owned by the System. These mitigations may be applied without prior notice to users, as necessary, to ensure the ongoing security and protection of System infrastructure.

12. **Rules.** In addition to these policies and procedures, the System has various specific rules, regulations and procedures governing the use of computing equipment and facilities located around the System and posted in labs or readily available in printed form. Each computing site and environment has operators, consultants and/or supervisors who have the responsibility for the use of that site. Users shall abide by the rules, regulations and procedures of the System and the site and shall cooperate with the operators, consultants and supervisors.

13. **Consultation.** Computer users are encouraged to consult with ITS regarding technology resource use. However, obtaining assistance in completing computer-related academic assignments is prohibited unless permission for consultation is given by the instructor.

14. **Recreational and Personal Use.** Reasonable recreational and other personal uses are allowed, provided such use does not interfere with ENMU System official business use or illegal and/or against any other System policy.

15. **Sanctions.** Failure to abide by this policy may subject any user to sanctions, such as denial of computer account privileges, and/or disciplinary action, which could lead to expulsion from the System, dismissal from a position or legal action.

Approved by Board of Regents, December 13, 2024.