



# UNIVERSITY OF NORTH ALABAMA

## Employee Policy Manual and Handbook

### COMPUTER NETWORK AND COMPUTER MONITORING POLICY

There is a need to periodically inspect computers and network usage in order to ensure the continued correct operation of the University network and computing resources. The University does not condone censorship, nor does it endorse the routine inspection of electronic files or monitoring of network activities related to individual use. At times, however, legitimate reasons exist for persons other than the account holder to access computers, electronic files, or data related to use of the University network. Such monitoring is limited to the backup, caching of data, logging of general activity, and usage patterns.

The University may monitor individual usage in the following instances:

- The user has voluntarily made access available to the public;
- To protect the security, functionality, and liability of the University's IT resources;
- Where probable cause exists to believe that the user has violated policy.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the Vice President for Business and Financial Affairs (VPBFA) in consultation with the President. The University may also monitor individual usage upon receipt of a legally-served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities. The VPBFA must be notified prior to initiation of monitoring. Any violation of these procedures or unauthorized monitoring by the University will be considered "misuse" and personnel involved will be subject to disciplinary action.

*Approved by the Shared Governance Executive Committee and the President, 02/06/2014.*

*Approved as modified by the SGEC and the President, 03/15/2021.*