

## **ELECTRONIC USAGE POLICY FOR FACILITIES SERVICES**

Employees and affiliates (e.g., contractors, consultants) working in support of the mission and services of University of California, Berkeley, Facilities Services are expected to understand and comply with the key policies regarding allowable use, privacy issues and security of electronic usage and communications. These policies are outlined in your core governing documents: the University of California's *Electronic Communication Policy (ECP)*, and University of California, Berkeley's *Computer Use Policy*. We ask you to review these policies in their entirety online at <http://www.ucop.edu/ucophome/policies/ec/> for the *Electronic Communication Policy* and at <http://itpolicy.berkeley.edu:7015/usepolicy.html> for the *Computer Use Policy*. Additionally, while SMCP's local policies and guidelines are set by a different entity, Facility Services (FS), Capital Projects (CP), Physical Plant-Campus Services (PP-CS) and Real Estate Services (RESO) have local policies and guidelines, as summarized in the following.

**FS IT POLICIES**

| Usage Category   | Allowable Use   | Unallowable Use  |
|--|---|--|
| <p>Software download</p> <p>Any unlicensed, illegal, or user-installed programs are subject to removal at any time by IT</p> | <p>Licensed to the user or equipment being used</p>   | <p>Self-installed downloads;</p> <p>Unapproved software;</p> <p>Unlicensed or illegal software;</p> <p>Music downloads;</p> <p>Kazaa</p> <p>(such software can conflict, overload, or cause damage to resources)</p> |
| <p>Net surfing and web bookmarks</p>   |   | <p>Inappropriate and unprofessional material, especially any form of harassment, exploitation, or intimidation, including sexual harassment <sup>1</sup></p>   |
| <p>Email</p>   |   | <p>Use of offensive or harassing language <sup>1</sup></p>   |
| <p>Non-University procured equipment (e.g., workstations or notebooks) for regular University-related usage</p>              | <p>Only if approved by the user's supervisor and reviewed by the IT unit for appropriateness and compatibility</p>                      | <p>Unauthorized, unapproved equipment or systems</p>   |
| <p>Guest or temporary equipment (e.g., notebooks brought in for presentations)</p>   | <p>Must be reviewed by appointment with IT for compatibility and security with anti-virus protection, if connecting to the Internet</p> | <p>Non-reviewed or unapproved equipment or systems</p>   |

<sup>1</sup> See the campus's Title IX Sex Discrimination and Harassment policy: <http://equity.chance.berkeley.edu/policies.shtml>. Matters perceived as offensive may be brought to the attention of the offender's supervisor and/or department's human resource manager.

### DEPARTMENTAL HARDWARE

Each department within FS has its own standards for hardware and its maintenance.

| <b>Department</b> | <b>User's Responsibilities</b>   | <b>IT Responsibilities</b>  |
|-------------------|--|---|
| CP, RESO          | N/A  | Update and maintain systems;<br>Maintenance of hardware inventory         |
| PP-CS             | Leave computers on 24 hours/day, 7 days/week;<br>- power-saving feature should be enabled to extent possible;<br>- log off when not in use | Backup, update and maintain systems;<br>Maintenance of hardware inventory |

### DEPARTMENTAL SOFTWARE

Each department within FS has its own software standards and systems for software/hardware purchasing, renewals and maintenance.

| <b>Department</b> | <b>User's Responsibilities</b>   | <b>IT Responsibilities</b>   |
|-------------------|--|--|
| CP, RESO          | Purchase new software or upgrades<br><br>Installation allowed if approved by the user's supervisor and reviewed by the IT unit for compatibility | Installation, maintenance of legally obtained, licensed software;<br><br>Maintenance of licensing records and software inventory |
| PP-CS             | Purchase and maintain licensed software<br><br>Installation allowed if approved by the user's supervisor and by the IT unit                      | Installation;<br><br>Maintenance of backups and updates  |

### DEPARTMENTAL DATA

Each department within FS has its own data maintenance and standards.

Each employee, agent, or affiliate of UC Berkeley, who handles campus data for the purpose of performing his or her job duties or other functions directly related to his or her contractual affiliation with UC Berkeley, is responsible for the proper management, use and protection of campus data resources under his or her control. Read the entire (Provisional) Data Management, Use, and Protection (DMUP) policy at

<http://dataintegration.vcbf.berkeley.edu/documents/ProvisionalDMUP1.1.pdf>.

| <b>Department</b> | <b>User's Responsibilities</b>  | <b>IT Responsibilities</b>   |
|-------------------|---|--|
| CP, RESO          | Responsible for backing up own data   | Reformat hard drive when there is a change of computer ownership   |
| PP-CS             | Process and safeguard data;<br>Ensure that data backups are performed based on established procedures | Identification and backup;<br>Provide IT tools and instructions as required;<br>Reformat hard drive when there is a change of computer ownership |

### DEPARTMENTAL SECURITY

Each department within FS has its own security standards.

Each member (person) of the campus community is responsible for the security and protection of electronic information resources over which he or she has control. Read the entire Campus Information Technology Security Policy at <http://socrates.berkeley.edu:2002/IT.sec.policy.html>.

| Department | User's Responsibilities  | IT Responsibilities   |
|------------|--|---|
| CP, RESO   | Responsible for protecting the resources under their control (e.g., passwords, computers, data), especially sensitive or confidential data | Adhere to campus guidelines regarding security measures and control |
| PP-CS      | Password: selection, control and safeguard   | Security measures and control                                       |