

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Ethical and Legal Use of University Property

UH-Downtown/PS 01.A.11
Issue No. 4
Effective date: 01/08/01
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1. PURPOSE

This PS defines the legal and ethical use of University property at the University of Houston - Downtown (UHD).

2. POLICY/PROCEDURES

2.1 Computing Resources

2.1.1 Access to and use of computing resources is restricted to authorized UHD users for official use only.

2.1.2 U. S. Copyright laws prohibit duplication and distribution of software without previous authorization. Violators may be subject to civil damages, criminal charges, and disciplinary action by the University. See PS 08.A.04, Information Systems Security and Access Policy for additional information concerning the legal use of computing resources.

2.2 Telephones

2.2.1 Each employee who has authorization to make long distance telephone calls for official University business will be assigned a unique long distance authorization code. Personal long distance telephone calls using the University's long distance telephone network is strictly prohibited. If it is necessary to make a personal long distance telephone calls while at work, employees must charge the calls to their personal long distance telephone credit cards.

2.2.2 Local use of telephones for personal use should be limited.

2.2.3 Placing personal telephone calls from a mobile telephone owned or leased by the University is permitted only if the employee pays the cost of both business and personal calls and is reimbursed for the monthly service costs and business telephone calls.

2.2.4 On a monthly basis, Operations and Telecommunications will distribute to each department individual reports of use for each employee with a long distance authorization code. Employees will review monthly telephone charge reports and certify that all long distance calls were made for official University business.

2.3 Consulting and Research

Use of University facilities, space, equipment, or support staff for University research is permitted; however, use of University property for consulting activities is permitted only if a financial arrangement has been concluded between the individual and the Vice President for Administration prior to the employee beginning the outside consulting service.

2.4 Copyrighted Material

The reproduction of published works, printed material, or non print instructional media such as videocassettes in violation of copyright laws is strictly forbidden.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

President

Policy History

Issue #1: 08/01/94

Issue #2: 03/15/99

Issue #3: 08/12/99