

Memo To: All UH-Downtown/PS Holders
From: Juan Sánchez Muñoz, President
Subject: Ethical and Legal Use of University Property

UH-Downtown/PS 01.A.11
Issue No. 7
Effective date: 05/03/2019
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1. PURPOSE

This policy statement defines the legal and ethical use of University property at the University of Houston-Downtown.

2. DEFINITIONS

There are no definitions associated with this policy.

3. POLICY

3.1 Computing Resources

- 3.1.1 Access to and use of computing resources is restricted to authorized UHD users for official use only.
- 3.1.2 US 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, Computer Access, Security, and Use Policy](#) for additional information concerning the legal use of computing resources.

3.2 Telephones

- 3.2.1 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 or use their personal cell phone.
- 3.2.2 Use of University telephones to make local calls for personal purposes should be limited.

On a monthly basis, departments must run their respective detailed monthly telephone charge reports, and employees must review equipment and long distance charges and certify that all long distance calls were for official University business

3.3 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 and Finance prior to the employee beginning the outside consulting service.

3.4 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.

4. PROCEDURES

There are no procedures associated with this policy.

5. EXHIBITS

There are no exhibits associated with this policy

6. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Administration and Finance

Review: Every three years on or before May 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 08/01/94

Issue #2: 03/15/99

Issue #3: 08/12/99

Issue #4: 01/08/01

Issue #5: 03/18/14

Issue #6: 05/20/15

8. REFERENCES

PS 08.A.04 [Computer Access, Security, and Use Policy](#)