Technology Use Guidelines
Faculty and Staff

The following is a list of guidelines, best practices, and information you should know as an employee at Union. Some items on this list only apply to onsite employees, but many items apply to all employees, including offsite affiliated faculty. Please refer to the university's official Technology Use policy on SharePoint for additional information.

1. All work completed using UI&U equipment is the property of the university. Email and files created on university equipment or pertaining to university business will remain university property when an employee departs.
2. All work files must be stored on network drives or backed up to a flash or external hard drive (if you are not connected to the network). Files not stored in such a manner risk deletion or loss. Employees who have not properly saved their work product are solely responsible for the loss.
3. Employees may not transmit university information (i.e. files and SSN) outside the university network.
4. All employees (including faculty) are, without exception, required to use their Union email account when conducting any business on behalf of Union. This includes all communication with students and other employees regarding work. Employees are not permitted to forward their Union email account to a personal account. The use of pop3 is not supported for Union employee email accounts.
5. Email accounts that exceed 1GB of space will automatically have attachments older than six months archived. Emails in the Delete Items folder will be removed from the email account when exiting Outlook. Total mailbox size is not to exceed 1GB. Exceptions can be made with IT approval.
6. Streaming content, including Internet radio and video (such as YouTube), while on the university network is allowed only with IT approval or if it is part of a work related function. Viewing/visiting adult content (pornography) sites using work computers/network is not allowed. Downloading videos or other content in violation of copyright laws is prohibited.
7. University phones are intended for work purposes. Personal calls are allowed, with supervisor permission, if they are of a length that does not interfere with the employee's job duties. Personal long distance calls using university phones are prohibited.
8. Personal computing is allowed with supervisor approval and as long as it does not interfere with the work of the employee.
9. All activity on university computers/university network is monitored and recorded. Supervisors may review the emails, files, and computer activity of their employees.
10. Installation of software on university computers is permitted only with permission from the IT Director.

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