


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Information Technology Acceptable Usage
Policy Number:	AF 07-003
Policy Administrator:	Kurtis D. Lohide, Vice President for Administration and Finance
Policy Initiator:	Jason Wenrick, Chief Information Officer
Authority:	Integrated CSU Administrative Manual (ICSUAM) Section 8000: Information Security Policy
Effective Date:	August 1, 2013
Revised Date:	
Approved:	Thomas A. Cropper, President 

Purpose: The purpose of this policy is to ensure that access to California Maritime Academy's information and information technology resources is a privilege granted to students, faculty, and staff and is required to be protected against unauthorized access or use. Access to campus information, computer resources and facilities must be properly authorized, managed, and monitored.

Scope: This policy applies to any physical or electronic information technology resource managed, developed, procured or otherwise maintained by California Maritime Academy as deemed required for any employee's job function.

Accountability: It is the responsibility of the Chief Information Officer to administer this policy and ensure compliance.

Policy: It is the policy of the California Maritime Academy (CMA) that access to campus information and information technology resources will only be granted as appropriate to the user's job description and managed on a need-to-know basis. Access and utilization of CMA's resources must only be used to enhance teaching and learning, advance scholarly research, support other areas of academic and student experiences, or to facilitate the administrative process. Each user has the responsibility to:

- Use the resources appropriately and efficiently and only as required to perform their job
- Protect the security of any information resources accessed
- Abide by any other established Academy/CSU policies, procedures and applicable laws