



ACADEMY POLICY MANUAL

Policy Title:	Information Technology Acceptable Usage
Policy Number:	AF 07-003
Policy Administrator:	Avitas D. Collins, Vice President for Administration and Finance
Policy Initiator:	Jason Wenzick, Chief Information Officer
Effective Date:	August 1, 2013
Revised Date:	
Approved:	Thomas A. Cropper, President <i>TAC</i>

Purpose: The purpose of this policy is to ensure that access to California Maritime Academy's information and information technology resources is available, granted to subjects, and is required to be protected against unauthorized access.

Scope: This policy applies to any physical or electronic information technology resources managed, developed, produced or otherwise maintained by California Maritime Academy and used in any employee's job function.

Accountability: It is the responsibility of the Chief Information Officer to ensure compliance.

Policy: It is the policy of the California Maritime Academy (CMA) that access to 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 educational and administrative 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