Seattle University
Information Policy Framework

Last updated: June 5, 2012

Purpose of Policies and Framework
Information policies are designed to promote good behavior and the appropriate use of technology resources as well as protect the university and its employees, students, and other stakeholders. This framework lists these policies and consolidates common elements.

Policy List
To accomplish this purpose, the university has adopted the following information policies:

- Data Privacy Policy
- Computer Acceptable Use Policy
- Computer Administrative Permissions Policy
- Computer Lab Policy
- Hardware Support Policy
- User ID and Account Policy
- Computer Refresh Policy (in development)

Policies may be added, amended, or deleted from time to time as the situation warrants.

Authority
These policies have been adopted by the Executive Team. Questions should be addressed to the Seattle University chief information officer (CIO).

Communication
The CIO must communicate these information policies, including rights and obligations, to all employees and students. As described more fully in each policy, departments who work with third parties must communicate any applicable information polices to them.

Training
The CIO must ensure that training appropriate to each stakeholder group/role is available; supervisors are responsible for ensuring that employees are aware of and have access to training.

Promotion of Good Behavior
One of the primary functions of information policies is to promote good use and behavior; therefore each information policy provides guidance on appropriate behavior and does not simply outline prohibited actions.

Rights and Obligations

The policies outlined above and detailed in each policy confer certain rights and obligations on members of the university community. In general these rights and obligations are role-based, that is, inherent in an individual's job description or status as an employee or student. Members of the university community with a given role will generally inherit the rights and responsibilities of that role. Changes in roles will lead to changes in rights and obligations.

Prohibitions

The policies outlined above and detailed in each policy prohibit certain actions and behaviors by members of the university community. These actions and behaviors are deemed potentially damaging to data privacy, to the university computing infrastructure, or to the lawful and respectful treatment of members of the university community or the public.

Rule of Law

These policies are intended to be in accord with and to enforce state, federal, and local laws and regulations. Should differences arise between these policies and the law, the law shall have precedence. Departments must be knowledgeable about applicable laws and ensure compliance with them.

Penalties

Failure to follow these policies will have disciplinary consequences. In the case of university employees, such consequences may include termination of employment. In the case of students, such consequences may include suspension or dismissal from the university. Breaking the law may also result in civil and/or criminal sanctions, fines, damages or penalties.

Research Administration

Individuals engaging in research must follow protocols established by the Office of Research Services and Sponsored Projects, the Institutional Review Board, and grant agencies in addition to these information policies.

Interacting with Legal Authorities

If you are approached by someone representing themselves as a law enforcement officer and who requests information about Seattle University students, faculty or staff, please tell them to contact the Office of University Counsel. University Counsel is the only organization at Seattle University authorized to respond to such requests. An exception should be made if you conclude that a fast response is required to protect someone's health or safety. In such a case please record the name and identification of the requester and the information that was requested. Contact University Counsel as soon as possible to let them know what happened.