



School of Law Acceptable Use of Computers Policy

I. **Purpose:**

This policy outlines the acceptable use of Law School computer resources and protects the Law School, its students, faculty and staff from inappropriate use. As used herein, Law School computers are computers, including, but not limited to installed software, operating systems and storage media that are the property of the University of South Carolina as a result of the School of Law's purchase, rental, lending or other actions intended to make computers available to persons, groups or organizations. These systems are to be used only for work-related purposes that serve the interests of the School of Law and its students, faculty and staff.

II. **General Use:**

- A. As noted in University policy [IT 1.06](#), the University provides information technology resources for use by faculty and staff for University-related duties and responsibilities. The use of information technology resources for personal or other non-university purposes that results in costs to the university is strictly prohibited.
- B. Users will not save sensitive Law School data (i.e. personnel files, social security numbers, student grades, alumni or donor information) on portable media such as laptops, portable hard drives, flash drives, CDs or DVDs.
- C. The accidental loss or release of any proprietary or sensitive Law School data must be reported to a law school dean immediately.
- D. Users will use caution when opening e-mails and e-mail attachments received from unknown senders, which may contain viruses, Trojans or other malware.
- E. Users will not use Law School computers to view, print, save or distribute pornographic material.
- F. Equipment borrowed from the information technology office will be returned at an agreed upon time in the same condition in which it was loaned.

III. **Related University Policies:**

- A. [IT 1.06](#) Acceptable Use of Information Technology