

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Information Technology
AREA: Computer and Information Technology

NUMBER: 04.06.01

TITLE/SUBJECT: Technology Code of Ethics

I. POLICY STATEMENT

The following Code of Ethics has been adopted by Texas Southern University and shall be formally acknowledged and adhered to by all employees. As a responsible employee of Texas Southern University, I affirm my adherence to the following ethical guidelines:

1. I will regard University data on individuals and/or facilities and systems as confidential in nature, held in trust, and will protect and cause to be protected such data and systems against unauthorized disclosure and/or use.
2. I will hold confidential from persons not accorded access to privileged data any such data I receive by virtue of my position.
3. I will not permit private or personal dealings to corrupt or adversely influence the quality, quantity or integrity of advice or services provided as a function of University information systems.
4. I will include in my professional goals the successful and efficient operation of systems, automated or otherwise, as well as the safeguarding of resources, tangible or intangible.
5. I acknowledge that ownership of any invention (any product developed as a result of assignment or job-related duties) created while in the employment of Texas Southern University is governed by the University's Intellectual Property Policy.
6. I will abide by the licensing agreements for software to which I have access, particularly with regard to the legal use of that software.

II. PURPOSE AND SCOPE

The purpose of this policy is to provide Texas Southern University employees with the Technology Code of Ethics. This policy applies to all employees who use information systems technology, regardless of job position.

III. DEFINITIONS

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N/A

IV. POLICY PROVISIONS

1. REVIEW AND RESPONSIBILITIES:

Responsible Party: Chief Information Officer

Review: Every 3 years, on or before September 1st

Forms

Attachment A - Employee Acknowledgement

V. APPROVALS



Chief Information Officer



President

Effective Date 2/1/2018

Attachment A

Employee Acknowledgement

I understand that any willful misuse or destruction of data, software or hardware which has been made available to me in the performance of my job duties is a violation of state and University's laws and policies. I further understand that any violation may result in disciplinary action being taken against me, up to and including termination of my employment.

I acknowledge this Code of Ethics and by my signature, affirm my intent to comply with the above-stated guidelines.

Employee Signature

Date

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