

900.7 Computers and Electronic Mail**900.7.a University Electronic Mail**

All users have the responsibility to make use of the resources in an efficient, ethical, and legal manner. The resources are meant to be used in a manner consistent with the instructional, research, and administrative objectives of the University community in general and with the purposes for which such resources were provided. Access to the resources is a privilege and imposes upon users certain responsibilities and obligations, as further described in this policy. The policy in its entirety may be located on the Office of Policy and Compliance website in the Colorado State University policy library.

900.7.b Facilities Management Computers and Electronic Mail

Computing and data services, electronic storage, communication services, application and any device associated with these furnished to employees are the property of Facilities Management and intended for business use. Employees should not use (or share) a password, access data, copy software, or retrieve any stored communication without authorization. To ensure compliance with this policy, electronic resource usage may be monitored.