



University of Central Oklahoma  
Office of Information Technology

*Code of Ethics*

As a member of the UCO family, members of the division of Information Technology strive to uphold the university's shared values of *Civility, Character, and Community*. We have developed our Code of Ethics with these values in mind.

In order to fulfill its mission of providing quality, effective and appropriate technology infrastructure, applications, and services in support of the university mission and to empower units to achieve their goals while remaining vital, relevant, and competitive, we must grant OIT employees privileged access to the University's electronic information systems.

This access imposes the responsibility and obligation upon the OIT employee to use the systems in an ethical, professional, and legal manner that is strictly within his or her authorized job functions. The University of Central Oklahoma is committed to advancing the ethical and responsible use of all technology resources, and will not tolerate illegal, dishonest, improper, nor irresponsible use.

In exchange for the privileges granted to me as an OIT employee, I will abide by the following standards:

1. I will abide by all federal, state, regent, and university policies, procedures, and practices, especially those that relate directly to use of technology.
2. I will ensure access to UCO information and systems is limited to authorized persons and will take every reasonable precaution to prevent unauthorized access to any passwords, user identifications, or other information that may be used to access the systems.
3. I will consider all information I encounter as a requirement of my job confidential.
4. I will not share, record, transmit, alter, delete, or in any way alter information in these systems except when authorized and when required to perform my duties.
5. I will abide by all licensing, copyright, and intellectual property requirements, ensuring I will not execute, use, nor recommend unlicensed/unapproved software usage.
6. I understand all tools necessary for me to perform my job -- hardware, software or communication -- will be provided by the university.
7. I will pass to another OIT employee any action request that pertains to my own academic or administrative record or that of a close friend or relative.
8. I will seek guidance from my OIT supervisor whenever I am unsure of the correct decision regarding appropriate use, confidentiality, or access, and do so *before* I take any action on the support issue in question.
9. I understand that I can, without repercussion, report any incidents of non-compliance with the terms of this agreement to my OIT supervisor or OIT leader/manager.

This agreement applies to all technology and systems owned or operated by the University. The University of Central Oklahoma Office of Information Technology considers any violation of these ethical standards a serious offense. I understand that if I should violate this agreement, I may be subject to disciplinary action up to and including termination of my employment and/or dismissal from the University.

I have read and agree to abide by this UCO Office of Information Technology Employee Code of Ethics.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_