



Policy Concept Form

As part of the University of Oregon Policy development process, all new Policy proposals, as well as proposals for the revision or repeal of existing Policies, must be submitted via this form to the University Secretary (the policy custodian). The Secretary will forward completed concept forms to the President's Policy Advisory Council for consideration pursuant to the University's Policy on University Policies. Please remember:

A "Policy" as defined by the University Policy on Policies (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board or the President as a University Policy subject to the Policy-Making Process authorized in Section 4. A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

[Complete the following information as thoroughly as possible; response boxes will expand as filled.]

CONCEPT SUBMITTED BY:

NAME:	
PHONE:	
EMAIL:	
ORGANIZATION:	

POLICY CONCEPT SUBJECT MATTER (including existing policy number if appropriate):

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STATEMENT OF NEED FOR THIS POLICY CONCEPT (i.e. What is the problem this concept seeks to address, and how does this proposal do so?):

WHO OR WHAT MIGHT BE AFFECTED BY THIS POLICY CONCEPT, AND HOW? *List all individuals, groups, etc. that would be impacted by this concept and the nature of any possible impacts (both positive and negative).*

WHAT COSTS MIGHT BE ASSOCIATED WITH THIS CONCEPT, BOTH IMPLEMENTATION AND RECURRING?

WHAT OTHER RESOURCES (HUMAN, PHYSICAL, OPERATIONAL, FINANCIAL, TECHNOLOGICAL, ETC.), WILL BE NEEDED TO IMPLEMENT AND MAINTAIN COMPLIANCE WITH THIS POLICY?

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DOES THE PROPOSED CONCEPT IMPACT EXISTING POLICIES, GUIDELINES OR PROCEDURES? DOES THE PROPOSED CONCEPT RELATE TO A MATTER WITHIN A UNION CONTRACT? IF SO, PLEASE LIST.

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ADDITIONAL INFORMATION YOU WISH TO SHARE?

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PLEASE PROVIDE ANY SUGGESTED LANGUAGE AS AN ATTACHMENT TO THIS FORM.

FOR OFFICE USE ONLY
Date Received:

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A “redlined” version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	José A. Domínguez, Chief Information Security Officer
Policy Title & # (if applicable):	Acceptable Use Policy
Submitted on Behalf Of:	Self
Responsible Executive Officer:	Jammie Moffitt, Senior Vice President for Finance and Administration/CFO

SELECT ONE: ☒ **New Policy** ☐ **Revision** ☐ **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: ☒ **Yes** ☐ **No**

If yes, which attorney(s): Ryan Hegemann

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

This new policy will complement existing policies associated with information security of university operations and assets:

<https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-6-information-technology/information-security-program>

<https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-6-information-technology/information-asset>

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Creating an Acceptable Use Policy for the University of Oregon. Today we make use of two documents created by the Oregon Department of Administrative Services before the University of Oregon created its own Board of Trustees. These are:

<https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=30997>
<https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=30999>

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

In support of our commitment to exceptional teaching, discovery, and service, the University of Oregon ("UO") provides access to its network, information, and other computing resources to the UO community and guests. These resources are provided to empower excellence in instruction, research, and service by facilitating academic inquiry, communication, sharing, collaboration, and effective administration while protecting user safety, privacy, and supporting academic freedom in a secure and resilient environment. Maintaining this environment requires that members of the UO community, visitors, and guests respect the rights of other users, use resources responsibly, and endeavor to defend our computing resources. The purpose of this policy is to establish acceptable behavior and promote efficient, ethical, and legal use of UO's Computing Resources.

AFFECTED PARTIES

Who is impacted by this change, and how?

This policy applies to all users of, and governs all use of, UO Computing Resources owned by or in the custody of the University of Oregon, including employees, students, contractors, partners, vendors, visiting scholars, and other campus visitors and guests.

This policy applies to technology, whether administered in individual departments and divisions or by central administrative departments. It also applies to all personally owned computers and devices, including mobile computing devices (e.g., smartphones, tablets, laptops, etc.), connected by wire or wirelessly to the university's network or systems, containing legally restricted information (e.g., pictures, medical information, other protected information, etc.) and to off-site computers that connect remotely to network services.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
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SEE APPENDIX A FOR LIST OF
STAKEHOLDERS CONSULTED. WHEN
SEVERAL INDIVIDUALS WERE
CONSULTED, THE WORD "MULTIPLE"
WAS USED UNDER THE NAME
HEADING.

APPENDIX A – STAKEHOLDERS CONSULTED

Name	Office	Dates Contacted
Multiple	Audit Office	January 2023, May 2025
Multiple	Business Affairs	September 2021, April 2025
Multiple	Clark Honors College	April-May 2025
Multiple	College of Arts & Science	April-May 2025
Multiple	College of Design	April-May 2025
Multiple	College of Education	April-May 2025
Multiple	Division of Equity & Inclusion	April-May 2025
Multiple	Division of Global Engagement	April-May 2025
Multiple	Division of Student Life	January 2022, May 2025
Multiple	Finance & Administration	Sept. 2022, May 2025
Multiple	General Counsel	January 2022 through May 2025
Multiple	Human Resources	January, 2022, May 2025
Multiple	Information Services	September 2022, January 2023, May 2025
Multiple	Intercollegiate Athletics	April-May 2025
Multiple	Knight Campus	April-May 2025
Multiple	Lundquist College of Business	April-May 2025
Kassy Fisher	Office of the President	May 2025
Multiple	Office of the Provost	Sept. 2022, May 2025
Mahnaz Ghaznavi	Public Records Office	March 2023
Multiple	Research & Innovation	June 2021, April 2023, May 2025
Multiple	Safety and Risk Services	April-May 2025
Multiple	School of Journalism and Communications	April-May 2025
Multiple	School of Law	April-May 2025
Multiple	School of Music and Dance	April-May 2025
Multiple	Student Services & Enrollment Management	April-May 2025
Multiple	University Advancement	April-May 2025
Multiple	University Communications	April-May 2025
Multiple	University Health Services	September 2022, May 2025
Multiple	University Library	May 2021, May 2025
Multiple	University Senate	January 2022, October 2023, May 2025
Multiple	UO Portland	April-May 2025