



29.01 Information Resources

Approved January 22, 2009 (MO -2009)
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Policy Statement

The Board of Regents (board) of The Texas A&M University System (system) regards information resources as a vital part of fulfilling the mission of the system. Each system member chief executive officer (CEO) is responsible for ensuring the effectiveness, confidentiality and efficiency of system members' information resources. In addition, each CEO is responsible for ensuring that appropriate procedures and programs are implemented to safeguard computer systems, networks and data and mitigating risks that may compromise information integrity, availability and confidentiality.

Reason for Policy

This policy provides the minimum procedures to be used by system members to govern the use of information resources.

Procedures and Responsibilities

The chancellor is responsible for ensuring that all system members have implemented rules and/or procedures for the appropriate management of information resources.

USE OF INFORMATION RESOURCES

1. Each user is responsible for using information resources in accordance with the guidelines established by the Texas Department of Information Resources, the Texas Ethics Commission and System Policy *07.01, Ethics*. Accordingly, each user should:
 - (a) use information resources for officially authorized business purposes, with exception for incidental use as allowed in accordance with System Policy *33.04, Use of System Resources*;
 - (b) promptly disclose fraud, waste, or abuse in accordance with System Policy *21.04, Control of Fraud, Waste, and Abuse*;
 - (c) adhere to all laws, regulations and policies that refer to the use of information resources; and

- (d) endeavor to avoid any actions that would create the appearance that he or she is violating the law or the system's ethical standards.
2. Privacy policies are mechanisms used to establish the responsibilities and limits for system administrators and users in providing privacy in information resources. System members have the right to examine information on information resources which are under their control or custody, including but not limited to email and/or any electronic files created, used, stored, sent or received on system devices. The general right to privacy is extended to the electronic environment to the extent possible. However, there should be no expectation of privacy beyond that which is expressly provided by applicable privacy laws. Privacy is limited by the Texas Public Information Act, administrative review, computer system administration, and audits.
 3. Each system member will develop and implement rules and/or procedures to ensure compliance with applicable Texas Department of Information Resources' rules; for example, Texas Administrative Code, Title 1, Ch. 202, *Information Security Standards*, Ch. 206, *State Web Sites*, and Ch. 213, *Electronic and Information Resources*.
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Related Statutes, Policies, or Requirements

[1 Tex. Admin. Code Ch. 202, *Information Security Standards*](#)

[1 Tex. Admin. Code Ch. 206, *State Web Sites*](#)

[1 Tex. Admin. Code Ch. 213, *Electronic and Information Resources*](#)

[System Policy 33.04, *Use of System Resources*](#)

[System Regulation 25.99.08, *Use of Telecommunication Service*](#)

[System Regulation 21.99.10, *Use of Licensed Commercial Software*](#)

Definitions

Information resources – the procedures, computer equipment, facilities, software and data which are designed, built, operated and maintained to collect, record, process, store, retrieve, display, report and transmit information.

Contact Office

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