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## Policy Information

**Effective Date:**

July 1, 2003

**Last Revised Date:**

July, 2003

**Policy Number:**

HR-103

**Reference:**

Classified Staff Human Resources Policy Manual 418.0

University Handbook for Appointed Personnel 2.07.04

Student Employment Manual 113.0

**Responsible Unit:**

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## Purpose and Summary

Under Arizona law, A.R.S. § 38-448, a University employee may not use University-owned or -leased computer equipment "to access, download, print, or store any information infrastructure files or services that depict nudity, sexual activity, sexual excitement, or sexual acts" unless the employee has written approval from the "agency head."

## Scope

The President has authorized the following classes of individuals to access, download, print, and store material that would otherwise be prohibited by this statute. This approval is limited to purposes related to academic or employment duties at the University of Arizona. Uses outside of this scope may result in sanctions.

# Policy

The following classes of individuals may access otherwise prohibited material, but only to the extent that the access is related to their academic appointment or job duties at the University of Arizona:

- All employees with academic appointments and graduate research and teaching assistants;
- All employees whose job duties include the provision of physical or mental health services;
- All employees whose job duties include the monitoring, management, or servicing of University of Arizona computing or communication systems or devices;
- All employees whose job duties include the analysis of legal issues or the investigation of allegations of misconduct; and
- All employees of campus museums, media services, libraries, and UAPresents.

In addition, an employee authorized under this document may authorize employees he or she directly supervises to access these materials for a purpose related to the authorized employee's academic appointment or job duties.

Employees who are not covered by this approval may seek approval from the head of their academic or administrative unit for activities related to their job duties, and such approval must be on the form approved by completing an "Approval Form for Access, Download, Print, and Storage of Materials Otherwise Prohibited by A.R.S. § 38-448."

## Related Information\*

A.R.S. § 38-448 State employees; access to internet pornography prohibited; cause for dismissal; definitions [2]

"Approval Form for Access, Download, Print and Storage of Materials Otherwise Prohibited by A.R.S. § 38-448." [3]

## Revision History\*

Minor revisions July 2003

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### Links

[1] <mailto:hradmin@email.arizona.edu>

[2]

<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/38/00448.htm&Title=38&DocType=ARS>

[3] <http://policy.web.arizona.edu/sites/default/files/uploads/Approval%20for%20Access.doc>