

## UNIVERSITY RULE

### 29.01.03.M3 **Incidental Computer Use**

*Approved September 16, 1996*

*Revised September 17, 1997*

*Approved November 11, 1999*

*Revised May 31, 2005*

*Next scheduled review: July 30, 2020*

*Supplements [System Policy 29.01](#) and [System Policy 33.04](#)*

#### 1. GENERAL

Incidental personal use of computing resources at Texas A&M University is an exception to the general prohibition against the use of University equipment for anything other than official state business.

#### 2. GUIDELINES

2.1. Incidental personal use of computing resources facilitates the user's proficiency. Incidental Computer Use is defined as:

2.1.1. occasional use for personal purposes,

2.1.2. of minimal time and duration, and

2.1.3. that results in no additional cost to the University

Incidental Computer use must not interfere with assigned job responsibilities or be in violation of existing security/access rules.

2.2. Except for incidental personal use connected with approved outside employment/consulting, incidental personal use must not:

2.2.1. result in financial gain for the user,

2.2.2. be for business purposes where the business is owned by the employee or the work is done for another business.

3. Personal use of University computing resources for consulting or outside employment, or which cannot be categorized as incidental should be guided by [System Regulation 33.04.01: Use of System Resources for External Employment](#).

OFFICE OF RESPONSIBILITY: [Associate Vice President for Information Technology & Chief Information Officer](#)