

Human Resource Services
INVESTIGATIVE GUIDE FOR SUSPECTED ABUSE OF
ELECTRONIC, NETWORK, INFORMATION TECHNOLOGIES AND COMPUTER
RESOURCES

APPLICABLE LAWS AND POLICIES INCLUDE

WSU Executive Policy #4 Electronic Publishing and Appropriate Use Policy, WAC 504-25-085, Computer Abuse; RCW 42.52.160, Use of Persons, Money, or Property for Personal Gain; BPPM 20.35, Use of University Property; BPPM 20.37, Personal Use of University Resources; BPPM 35.30, Duplicating and Using Software.

PURPOSE: To assure university and state guidelines are followed during a computer abuse investigation. In accordance with Executive Policy #4, suspected abuse should be reported to the appropriate dean or director who will contact Human Resource Services. If the person requesting the search is at the dean/director-level or designee, that person must seek approval from the appropriate next-level administrator. This provision applies to monitoring of employee accounts when there is a suspicion of illegal activity or policy violations.

EXCEPTION IMPORTANT NOTICE

Suspected Child Pornography, Terrorist Activity or Gambling abuse should be reported immediately to Human Resource Services and the WSU Police. Any investigative activity by department should cease.

Departmental Guideline for Suspected Computer Abuse:

- 1) Suspected abuse is reported to the appropriate dean/director or designee.
- 2) The dean/director or designee contacts Human Resource Services (HRS).
Note: To assure adherence to policies and procedures department should not begin or continue investigation without first contacting HRS.
- 3) HRS assists department in assessing suspected abuse and appropriate investigatory processes. For example, who is appropriate to assist with investigation; should the police be contacted; should the internal auditor be informed?
- 4) HRS determines if IT Security should be involved in investigation. If department contacts IT Security first, IT Security directs department to contact HRS.
- 5) Investigation is conducted using the Computer Investigation Checklist Guideline For Department Systems Administrators
- 6) Summary of investigation findings are provided to HRS and department director/dean or designee.
- 7) After review of investigatory materials HRS and department director/dean or designee determine appropriate next steps.