

ACCEPTABLE USE POLICY FOR I.T.

This section defines an Acceptable Use Policy for internet, e-mail and network resource usage, in order to ensure that faculty/staff at Haigazian University share a common understanding with regard to appropriate use of Information Technology.

The purpose of this policy is to provide a set of guidelines with regard to resource use within the University environment and to provide a Best Practices Guide. Use of I.T. resources must be consistent with the University's goals.

General Computing Policies

As a responsible members of the Haigazian University community, faculty and staff are expected to act in accordance with the following general guidelines based on common sense, common decency and civility applied to the networked computing environment.

a. E-mail use Policy

Members of Haigazian University are encouraged to use electronic mail, or e-mail, for Haigazian related activities in order to enhance productivity through the efficient exchange of information, research and public service and to promote a paperless environment. Users of e-mail are expected to behave in an ethical and responsible manner.

- Messages sent through electronic mail should meet the same standards as those of the written word as they are considered to be equivalent.
- Faculty/staff should identify themselves clearly and accurately in all electronic communications. Concealing or misrepresenting one's name or affiliation in order to dissociate oneself from responsibility for one's actions is never appropriate.
- Users should be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access.
- E-mail and other network resources may not be used for personal business purposes or for personal financial gain.

b. Internet use Policy

Use of the Internet is a privilege and not a right; therefore, inappropriate use will result in a cancellation of that privilege. Appropriate uses include:

- Research
- Communications
- Completion of tasks

Transmission of any material in violation of Haigazian University regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material considered confidential, private or secret.

Access and viewing of indecent or explicit sites on the Internet is strictly prohibited and will result in disciplinary action.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data belonging to another user, using another user's identification and password to damage the system or the destruction of computer equipment. This also includes the uploading or creation of computer viruses.

Unauthorized Duplication of Software

Unauthorized duplication of software constitutes copyright infringement regardless of whether it is done for sale, free distribution or the copiers' own use.

Haigazian University has invested effort and money to ensure that all software used on University provided PCs is fully licensed, and it is in violation of University policy to install unauthorized software on University PCs or to duplicate software for personal or any other use.

Network use Policy

1. Faculty/Staff members are expected to promote efficient use of network resources consistent with the University goals.
2. Exchange of data using any external media (CDs, USB memory, zip drives, etc.) from outside of the University is prohibited in order to avoid virus infestation at Haigazian University. In the case of an absolute need to use external media, they should first be verified and cleared with the IT department.
3. Faculty/Staff members should avoid wasteful and disruptive practices, such as sending chain letters, broadcast messages or unwanted material.
4. Faculty/Staff members are expected to abide by the security restrictions on all systems and information to which they have access.
5. Faculty/Staff members are expected to make use of available network resources. Every effort should be made to promote a paperless office via the publishing of documents on the network, e-mail of internal memos and other communications, instead of printing them out, whenever this is possible.
6. Messages that are internal to the University and/or confidential should be distributed to the concerned personnel only. Forwarding to locations or individuals outside University premises is prohibited.
7. Conduct which involves the use of information resources to violate a Haigazian University policy or regulation, or to violate another user's rights, is a serious abuse. The perpetrator is subject to limitation of his/her privileges and appropriate disciplinary action.

Summary

1. Intentional abuse of computing resources; interference with the operation of computing resources; interference with the work of others; violation of confidentiality, copyrights or license agreements and intentional waste of computer resources is strictly prohibited.
2. Actions which attempt to circumvent prescribed channels for obtaining computer privileges and resources are prohibited.
3. Changing wiring, connections or placement of computer resources is prohibited.
4. Modifying any system configuration, startup files or applications without the explicit permission of the IT Department is prohibited.
5. Informing the IT Department of improperly working equipment or software so that computing resources can be better maintained for efficient availability is highly encouraged.
6. Using computing resources for individual or commercial purposes is prohibited.
7. Faculty/Staff may not use or download privately owned computer software without informing the IT Department.
8. Under no circumstances shall users of Haigazian University exhibit or disseminate obscene materials on University property using personal computers.
9. Faculty/Staff shall comply with all applicable software license agreements and contracts and honor all applicable copyrights.

The Information Technology (IT) Department is responsible for the efficient use of systems according to this policy. Where issues arise, the Information Technology Manager will determine whether an action is appropriate or not. In case of breach of policies user accounts may be denied, revoked or suspended. In addition, disciplinary measures may be taken against the offender.

Users are strongly advised not to reveal their user password to anyone. Users may be implicated in the actions of others if their User ID is used while infractions are committed. Providing computer access to others by lending one's User ID and password is prohibited.

