

Memo to: All UH - Downtown/PS Holders
From: Max Castillo, President
Subject: Academic Computing Services

UH - Downtown/PS 08.A.05
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1. PURPOSE

The purpose of this PS is to establish policies and procedures which govern Information Systems support services for academic computing.

2. POLICY/PROCEDURES

2.1 Information Systems administers the central academic lab and publishes procedures and policies that govern the access and use of the lab. Information Systems may also administer or jointly operate with academic colleges a number of satellite labs on campus.

2.2 Requests for hardware, software or support resources may be referred by the director of academic computing to the appropriate committee for review and recommendation. This includes, but is not limited to, electronic classroom and satellite lab support, requests for additional support in the academic computing lab, new software and hardware installation, research support, additional training, new product review requests and additional resources to support curriculum changes.

2.3 Academic grant proposals which may result in significant information systems support must be reviewed by the Chief Information Officer and/or the Information Systems Steering Committee prior to processing. Information systems will assist the academic departments in incorporating procedures within their grant review process to notify the Chief Information Officer or the Information Systems Steering Committee of such proposals.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Chief Information Officer

Review: Biennial

Reprint of original policy statement. Signed original on file in the President's Office.

University of Houston - Downtown

Regulations for Using Academic Computing Facilities and Resources

The primary function of the Department of Academic Computing is to provide computing resources and user support for instructional activities at the University of Houston – Downtown (UHD). All users of academic computing facilities and resources are subject to the following regulations:

UHD students, faculty and staff are eligible to use academic computing facilities and resources. Access will not be granted to others without approval by the director of academic computing.

Users must present a valid UHD I.D. card when entering the Academic Computing Lab.

Lab users are expected to conduct themselves in a responsible and courteous manner while in the Academic Computing Lab.

Computing accounts are for use only by the person to whom the account has been issued by authorized computing personnel. A user may not disclose his/her password or allow other users to access his/her account.

Computers and resources in academic computing facilities are to be used for university-related purposes. They are not to be used for business or other profit-producing endeavors or for recreational purposes. Games are prohibited on all Academic Computing resources. This restriction does not apply to games and simulations used in conjunction with academic courses or research. The director of academic computing must receive written notice from the instructor of record in advance of such use.

Compromising the security of any computer or network or using university computing resources to engage in any illegal activity is strictly prohibited.

Each user is fully responsible for the activity of any account that has been assigned to him/her. If a user suspects that his/her account has been accessed by another user, the director of academic computing should be notified immediately.

Any changes to student accounts or access to any system must be requested by the respective faculty member.

Users may not write, use or have possession of programs that may be used to intimidate, harass, create an offensive environment for or invade the privacy of other users.

Users shall not represent themselves electronically as others.

Users shall not obstruct or disrupt the use of any computing system or network by another person or entity either on the UHD campus or elsewhere.

Users shall not, by any means, attempt to infiltrate a computing system or network either on the UHD campus or elsewhere.

All users of UHD's external network connections shall comply with the evolving "Acceptable Use" policies established by the external networks' governing bodies. Copies of policies relating to commonly accessed external networks will be made available in the Academic Computing Lab.

Copying of copyrighted software is illegal and is prohibited in the Academic Computing facilities or elsewhere on campus.

UHD forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using university equipment to make illegal copies of software is prohibited.

Lab users may bring licensed personal copies of software into the Academic Computing facilities but may not install software on any computer or network or alter any existing software. Proof of ownership may be requested of users who bring software into the facilities.

Manuals and software may be checked out for use in the lab only.

Users should not attempt to repair any malfunctioning equipment or software, but should report any such occurrences to academic computing personnel.

Smoking, eating or drinking is not permitted in academic computing facilities.

Reservations for general lab use are not normally required; however, a temporary reservation system will be adopted as needed.

Although Academic Computing will make efforts to provide a safe and problem-free computing environment, in no event will the university or the Department of Academic Computing be liable for loss of data, inconvenience or other tangible or perceived damage resulting from or relating to system failures, viruses, user negligence, or other occurrences.

Academic Computing reserves the right to amend these regulations at any time, giving seven days notice before the amendments are to take effect. Notice will consist of an announcement displayed as part of the system login procedure on the systems for which user accounts are assigned, posting of an announcement at the front desk of the Academic Computing Lab, and notification of the Academic Computing Committee and the Student Government Association. Use of Academic Computing resources after the effective date of the modified regulations constitutes acknowledgement of the new regulations.

Use of academic computing accounts and resources in violation of these regulations, UHD policy, or any federal, state, or local laws may result in revocation of the individual's account privileges or suspension of access to computing resources, and may subject the account holder to university disciplinary action and/or criminal prosecution.

I have read the regulations printed above and agree to abide by them.

Applicant's Signature

Date

Examples of Misuse of Computing Resources or User Accounts

Using a computer account that you are not authorized to use.
Obtaining a password for or gaining access to a computer account or directory which has not been assigned to you by authorized computing personnel;

Using the campus network to gain unauthorized access to any computer system;

Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks;

Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms;

Attempting to circumvent data protection schemes or uncover security loop holes;

Violating terms of applicable software licensing agreements or copyright laws;

Deliberately wasting computing resources;

Using electronic mail or other means to harass others;

Masking the identity of an account or machine;

Posting on electronic bulletin boards materials that violate existing laws or the University's policies;

Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner,

Damaging or stealing university-owned equipment or software;

Causing the display of false system messages;

Maliciously causing system slow-downs or rendering systems inoperable;

Changing, removing or destroying (or attempting the same) any data stored electronically without proper authorization;

Gaining or attempting to gain access to accounts without proper authorization;

Making copies of copyrighted or licensed software;

Using university computers for unauthorized private or commercial purposes.

Activities will not be considered misuse when authorized by appropriate university computing officials for security or performance testing.