UVICELL

Guidelines for Users of Computing and Information Technology Facilities

The UVICELL Guidelines for Users of Computing and Information Technology Facilities by staff/ students/faculty governs all computers, computing laboratories, and video conferencing rooms in UVICELL Learning Centers together with use of all associated networks, internet access, email, hardware, dial-in access, data storage, computer accounts, software-both proprietary and those developed by the UVICELL.

Policy Statement

1. UVICELLL's computing and information technology facilities are made available to students in support of their academic objectives and requirements; to faculty in support of their teaching and research; to staff in support of their assigned responsibilities; and to other authorized users. Such facilities may include computers and associated peripherals, the communication infrastructure and related equipment, facsimile machines, scanners, copiers, telephone, video, smart classrooms, and other multimedia devices and forms of software.
2. Access to IT facilities is restricted to authorized users, i.e. enrolled students of UVICELL, adjunct faculty and staff. Access to computing and information technology facilities is a privilege. Users who breach this policy may be subject to immediate withdrawal of the privilege and/or disciplinary action. Unlawful use of IT Facilities may also lead to criminal or civil legal action being taken against individual staff/ students/faculty. This could result in serious consequences such as a fine, damages and/or costs being awarded against the individual. UVICELL will not defend or support any staff/student/faculty that uses IT facilities for an unlawful purpose.

Responsibilities of Users

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Users shall

1. Bring a personal jump drive for storage of files. Storage of student files is not allowable on CELL equipment.
2. Be responsible for using these facilities in an effective, ethical and lawful manner.
3. Respect the rights and interests of others.
4. Respect the property of others, including intellectual property.
5. Respect the copyrights of the owners of all software and data they use.
6. Respect the licensing agreements entered into by the University.
7. Respect privacy and confidentiality.
8. Use facilities and services only for their intended purposes.
9. Take all reasonable steps to protect the integrity and security of the facilities including software and data.
10. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the University's facilities or in establishing connections with the facilities.

Users shall not

1. Access systems or data without authorization.
2. Copy software and/or data without authorization.
3. Destroy or remove software and/or data without authorization.
4. Disclose data without authorization.
5. Interfere with the processing of a system, such as deliberately overextending the resources of a system.
6. Use the identity of another user.
7. Disclose confidential passwords, access codes, account numbers or other authorization assigned to them.
8. Change another person's password without authorization.
9. Use UVICELL facilities and resources for unauthorized purposes, including unauthorized commercial purposes.
10. Send bulk unsolicited mail (commonly known as SPAM).
11. Alter systems, software and/or data without authorization; attempt to modify system integrity, degrade the performance of any system or attempt to subvert the restrictions associated with any computer system, computer account or network service.

Copyright Protection

Text (including song lyrics), computer programs, illustrations (including maps and diagrams), photographs, music recordings, videos, films and television broadcasts are all protected by Copyright. The duration of copyright protection is generally 70 years following the death of the author. A user must not copy, send or place materials on the web without permission from the copyright owner. Infringement of another person's copyright could result in personal liability for damages.

Users should assume that all materials published on the web are in copyright, unless explicitly stated otherwise. If a user wishes to include material from another webpage in one of their own pages, they should create a hypertext link pointing to the material rather than copy it. It is suggested that the permission of other webpage owners be sought prior to creating links to their pages.

Pornography

Users are not permitted to utilize UVICELL's IT facilities to access pornographic material or to create, store or distribute pornographic material. It will not be a defense to claim that the recipient was a consenting adult.

Compliance

UVICELL reserves the right to undertake periodic audits to ascertain compliance with this policy.

Need Help?

Users requiring assistance with interpretation of the policy, or who wish to report a breach of this policy, should contact Debra Stevens, Program Manager, 693-1108, dsteven@uvi.edu.