




National University of Health Sciences General Policies

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Date Adopted: 10/1/10	Date(s) Revised:	04/09/2013		
 President	Date	4-9-13		

POLICY STATEMENT

Access to computing resources is a privilege, not a right, and is granted with restrictions and responsibilities for use. The purpose of this policy is to set forth the rules for using computing resources at National University of Health Sciences (NUHS).

PROCEDURES:

1. **Account sharing is prohibited.** You are responsible for all activity conducted within your account. Account information must not be given to anyone else. Improper safeguarding of your password that results in unauthorized use of your account will not be tolerated.
2. **Use of computing resources must be in accordance with University policies, and codes of conduct.** The ability to read, alter, or copy a file does not imply permission to do so. The University reserves the right to access and/or remove any files that violate University policies. The ability to connect to or make use of other systems through the network does not imply the right to do so unless properly authorized by the owners of these systems. To do so without proper authorization will result in disciplinary action. People with security access privileges to confidential data and/or data management systems shall not use those privileges for anything other than fulfillment of official duties. Use of those privileges for any other purpose will result in disciplinary action, up to, and including, termination of employment or enrollment.
3. **Do not create or participate in electronic chain mail messages or send unsolicited mass mailings to people using the University network or computing systems.** Electronic chain mail and mass mailings cause network congestion and waste computing resources. If you receive electronic chain mail at NUHS, please forward it to the Office of Computer Services and then delete it.

4. **E-mail is not confidential and is subject to disclosure in administrative hearings and court proceedings.** The University also reserves the right to access e-mail information if the University suspects or is advised of possible breaches of security, harassment, or other violations of other University policies, rules, regulations, directives, or law. Once a message has been sent, a user's control over it is lost. It may be forwarded to others or displayed without the author's knowledge or consent. Abusive or insensitive language, in public or in private, is an inappropriate use of computing resources and use of electronic means to send or post fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages and/or pictures is prohibited.
5. **Respect intellectual property rights.** Do not access or copy software or data belonging to others without prior written authorization. Unauthorized duplication of copyrighted information, data and/or software is a direct infringement of the federal copyright law. Doing so subjects the offender to criminal prosecution or civil liability.
6. **Commercial use prohibited.** Computing accounts are provided for non-commercial, academic use only. Discovery of accounts being used for commercial and/or personal gain will be turned off. Electronic advertising using University computing resources is prohibited.
7. **Do not negatively impact computing resources.** Users share many University resources including disk space, CPU cycles, printer queues, batch queues, login sessions, software licenses, computing facilities, assigned accounts, computing equipment, and network systems. Users may not monopolize these resources, especially for non-academic purposes. While computers may be used for e-mail and internet activities, the machines provided in the computing labs are primarily for academic work. The University reserves the right to govern or terminate individual user accounts that negatively impact NUHS computing resources.
8. **Act responsibly and practice due diligence to prevent the spread of computer viruses.** Have anti-virus software installed on your computer and keep your Virus Definition File up to date. Perform appropriate security updates for your specific hardware operating system in a timely fashion. The University reserves the right to remove infected or vulnerable computers from the network.

Enforcement

Violations of these rules are subject to investigative and disciplinary procedures by the University. Complaints against students' abuse shall be forwarded to and handled by the Dean of Students.

In some cases, the University must act more immediately to protect its interests and resources, or the rights and safety of others. An executive administrator (President or Vice President), or a delegate within the Office of Computer Services (OCS), has the authority to suspend or limit account privileges and access to resources in those situations. When an account and/or access has been suspended in this way, OCS shall notify the appropriate official who will handle the complaint and attempt to notify the account or computer owner. Account suspension, or removal from the network is typically temporary while the complaint is being managed through the normal investigative and disciplinary procedures of the University.

References

In addition to the above rules, all users of computing resources at National University of Health Sciences are also responsible for adherence to any State or Federal regulations regarding computer use, including, but not limited to statutes such as: Telecommunications Act of 1996, and the Illinois Computer Crime Prevention Law (720 ILCS 5/16D-I et. seq.) which makes unauthorized computer use a criminal offense.