

UGA Policies on Use of Computers

University of Georgia Acceptable Use Policy

This policy details and prohibits unacceptable uses of the University's computers and network. This page is simply a summary of this policy and wording should not be used in place of the official policy.

Policy Summary

1. Authorization is required to use University computers or the network.

No one shall use any University computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the University's computers or network facilities.

2. Do not compromise the security of University computers or the network, or interfere with others' usage.

No one shall knowingly endanger the security of any University computer or network facility, nor willfully interfere with others' authorized computer usage.

3. Do not use the network for unauthorized communications.

No one shall use the University's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere.

4. Computers on the network must meet technical and security standards.

No one shall connect any computer to any of the University's networks unless it meets technical and security standards set by the University administration.

5. Share computer resources and give priority to more important work.

All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.

6. Do not use University computers for non-University business.

No one without specific authorization shall use any University computer or network facility for non-University business.

7. Never give out your password or request another person's password.

No one shall give any password for any University computer or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever. No one except the system administrator in charge of a computer is authorized to issue passwords for that computer.

8. Do not misrepresent your identity when requesting network privileges.

No one shall misrepresent his or her identity or relationship to the University when obtaining or using University computer or network privileges.

9. Do not read, alter, or delete another person's files or e-mail.

No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts.

10. Do not violate copyrights or usage agreements when accessing media.

No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, or any other electronic media via the Internet.

11. Do not create or spread viruses on the network.

No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any University computer or network facility, regardless of whether any demonstrable harm results.

12. Do not reconfigure University computers or the network without permission.

No one without proper authorization shall modify or reconfigure the software or hardware of any University computer or network facility.

13. All sensitive information must be adequately protected.

Users shall not place confidential information in computers without protecting it appropriately. The University cannot guarantee the privacy of computer files, electronic mail, or other information stored or transmitted by computer unless special arrangements are made.

14. Users are responsible for any messages they send over the network.

Users shall take full responsibility for messages that they transmit through the University's computers and network facilities. No one shall use the University's computers to transmit fraudulent, defamatory, harassing, obscene, or threatening messages, or any communications prohibited by law.

15. Advertising on University websites is not allowed.

Those who publish World Wide Web pages or similar information resources on University computers shall take full responsibility for what they publish; shall respect the acceptable-use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements without prior authorization. References and links to commercial sites are permitted, but advertisements, and especially paid advertisements, are not. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar facilities.

16. Follow policies for listservs and public forums when using them.

Users shall comply with the regulations and policies of newsgroups, mailing lists, and other public forums through which they disseminate messages.

17. System admins should be fair, respect privacy, and pass disciplinary matters to appropriate authorities.

System administrators shall perform their duties fairly, in cooperation with the user community, the appropriate higher-level administrators, University policies, and funding sources. System administrators shall respect the privacy of users as far as possible and shall refer all disciplinary matters to appropriate authorities.

18. Do not use e-mail to spam others.

Electronic mail (e-mail) is intended for communication between individuals and clearly identified groups of interested individuals, not for mass broadcasting. No one without prior authorization shall use the University's facilities to distribute the same or substantially the same e-mail message to more than one person without prior evidence that they wish to receive it, nor to distribute chain letters (messages asking the recipient to distribute copies further).

The University reserves the right to discard incoming mass mailings ("spam") without notifying the sender or intended recipient.

For its own protection, the University reserves the right to block all Internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave University Computer users unable to communicate with those sites.

I have read the computer use policies of the University of Georgia. I agree to abide by these policies.

Signature: _____

Date: _____

Print Name: _____

Date: _____