



## Information Technologies Use Agreement

Updated Tuesday, July 5th, 2005

### Privileges of Access to Technology Facilities and Tools

Members of the GGSE community are offered certain privileges as they use the School's tools and facilities, including the GGSE Network.

#### *Intellectual Freedom*

The GGSE Network is a free and open forum for the expression of ideas. This forum may include viewpoints that are strange, unorthodox and/or unpopular. Network administrators place no official sanctions upon the expression of personal opinion on the network. However, such opinions are personal and may not be represented as the views of the UCSB Gevirtz Graduate School of Education.

#### *Privacy*

All members of the community have the privilege of privacy in their electronic mail. However, it must be recognized that electronic communications are by no means secure, and that during the course of ordinary management of computing and networking services, network administrators may view user files. In addition, if a user is suspected of violations of the responsibilities as stated in this document, that user's privilege of privacy may be superseded by the University's requirement to maintain the network's integrity and the privileges of all other network users. Should the security of a computer system be threatened, user files may be examined under the authority of the Dean.

#### *Safety*

While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications should bring them to the attention of the Dean and/or the appropriate civil authorities. Users must be aware that there are services accessible through the network that might be offensive to certain individuals or groups of users, and therefore network users must take responsibility for their own navigation of the network.

### Responsibilities of Access to Technology Facilities and Tools

Certain responsibilities must be met as part of the privilege of access. Users accept these responsibilities in using the information technology services of the GGSE. Should a user knowingly violate a responsibility, access may be suspended subject to GGSE policies and procedures.

- Users are responsible for the use of their GGSE user account and password. Change passwords regularly.
- Users may not give anyone else access to their accounts.
- Users are prohibited from using any USERID other than the one assigned to them. Any attempt to disguise the identity of the account or the machine being used will be considered a violation of this agreement.
- Unauthorized use or any attempt to gain unauthorized use of the GGSE's network resources will be considered a violation of this agreement.
- The performance of any willful act that disrupts the normal operations of computers, terminals, peripherals, or the network including tampering with LAN's or the campus backbone network, or in any way blocking communication lines or interfering with the operational readiness of information technologies of the GGSE will be considered a violation of this agreement.
- Users will abide by the terms of all software licensing agreements and copyright laws. Users may not make copies of or make available on the network copyrighted materials, unless legally permitted under license or special permission.
- Users will not perform acts which are deliberately wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings or chain letters or creating unnecessary multiple jobs or processes obtaining unnecessary output, or printing or creating unnecessary network traffic. Printing excessive copies of any documents is prohibited.
- Users may not monitor or attempt to monitor another user's data communication, nor may you read, copy, change, or delete another user's files or software, without the permission of the user.
- Information technology resources are provided to support the academic mission of the University and may not be used for commercial purposes. Use of GGSE resources for commercial purposes will be considered to be a violation of this agreement.
- Users are responsible for abiding by University of California Electronic Communications Policy(ECP) guidelines regarding the use of electronic resources. Copies of this policy are available at the GGSE, Information Technology Group (ITG) web site.
- Student email accounts will expire 6 months after graduation or after 3 months of inactivity. Activity is defined as: logging in, downloading and or reading mail.
- Staff email accounts will expire immediately upon the end of their appointment with the GGSE.

### **GGSE Policy on Software Copyright and Licensing**

#### *Software Copyright and Licensing*

All software used in the GGSE is recognized to be copyrighted material subject to copyright law. By their use, all GGSE users agree to abide by copyright law and all other applicable laws of the United States including but not limited to, export copyright laws. Users may not download, export or re-export software or any underlying technical information or technology except in full compliance with all United States and other applicable laws and regulations. The GGSE holds all users responsible for illegal distribution of any software program or portion of a software program that has not been legally purchased or licensed. The GGSE makes no representations about any content or information accessible for any purpose with licensed software. The GGSE accepts no liability under any theory or any damages suffered by any user of software provided.

#### *Copyright of Software Documentation*

In the case of all computer support documentation acquired by the GGSE, duplication and distribution will adhere to the standards required by individual copyright holders who may explicitly and in writing, permit different or varied use and in the absence of such permission the following principle will apply:

One copy of each copyrighted item may be made and maintained to allow protection against destruction of the original.

#### *Violation of Copyright or Licensing*

In the case that any member of the GGSE faculty, staff, or student community violates the terms of software copyright and licensing, the violation will be referred to the Dean.

#### *GGSE Policy on Use of Information Technologies for Illegal Purposes*

Should it be found that any member of the organization has used GGSE information technologies (including but not limited to networking) to engage in illegal activities of any kind, such activities will be brought to the attention of the Dean for referral to appropriate campus and civil authorities.

### **Guidelines for use of GGSE Computer Laboratory Facilities**

For the well being of all in our community each user is asked to observe the following:

- Leave computer desktops and all computer settings as you found them.
- Do not consume food or drink at the computer stations.
- Personal files should be stored **ONLY** in Lab Home folders. Other file sharing options are available for groups and individuals.
- Develop a habit of CDs or FLASH memory to store and transport your work.
- Check out from the Consultant any books, manuals, software or equipment that you may need and return them promptly when you are finished.
- Share your expertise with less experienced users. We all benefit from one another.
- Keep your door combination to Ada's secret.
- Adhere to the sign-up policies for specialized equipment.
- Close all doors when leaving the facilities.
- Observe "library behavior." The Labs are quiet spaces for work and study.
- When you quit work, clean up trash/papers and return chairs to proper places.
- **LOGOUT** from your account before leaving the computer.

I understand and agree to the above GGSE policies on the use of networking and information technologies resources in the GGSE.