



Guidelines for Computer and Network Use

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Use of a University Computer Account

This account is for your personal use of computer applications related to your position as a faculty member, staff member or student of the University of Alabama. You must not allow anyone else to use this account, nor the resources to which this account gives you access. Your use of this account indicates your agreement to use this account in accordance with all local, state, and federal laws and all University of Alabama policies; to use this account for University purposes only; and to cease using this account when you leave the University or when you are no longer authorized. You further agree that all activity on this account be subject to inspection to ensure compliance with these policies.

Shared Resource

The University of Alabama computer and network services are available to all faculty, staff and students. Because of high demand for these resources, respect for the rights and needs of others are central to these guidelines. To ensure access and service for all users, account holders must refrain from any action which interferes with the system, such as:

- using computer or network services for commercial purposes or for profit
- sending excessive e-mail locally or over the network such as chain letters, advertisements or solicitations
- knowingly installing or running a program that will damage or place an undue burden on the system
- knowingly acting in a manner that will disrupt normal operations of computers or the network

Privacy

Technology should not be used in a manner that infringes upon an individual's right to privacy. The following restrictions are to protect your privacy, as well as the privacy of others. Account holders are prohibited from:

- using computer or network services in a way that violates copyrights, patent protections or license agreements
- gaining unauthorized access to information that is private or protected, or attempting to do so
- attempting to identify passwords or codes, interrupting security programs, or attempting to do so
- monitoring or tampering with another person's e-mail
- reading, copying, changing or deleting another person's work
- using another person's userid/password, or allowing others to use yours
- attempting to gain system and/or network privileges to which you are not entitled

Respectful Exchange of Ideas and Information

Computer systems and networks allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking and research. While the constitutional right of free speech applies to communication in all forms, we encourage civil and respectful discourse. University policy and local, state and federal law do prohibit some forms of communication, to include:

- obscenity
- defamation
- advocacy directed to incite or produce lawless action
- threats of violence
- disruption of the academic environment
- harassment based on sex, race, disability or other protected status
- anonymous or repeated messages designed to annoy, abuse or torment

Personal Responsibility

Each individual who obtains a computer/e-mail account, or uses the computers and network resources made available by The University of Alabama, must understand that he/she is accountable for the guidelines set forth in this document. In addition, account holders assume responsibility for:

- protection of his/her password

- reporting any breach of system security
- reporting unauthorized use of his/her account
- changing his/her password on a regular basis
- frequently making back-up copies of your work to ensure against loss
- clearly label works and opinions as his/her own before they are widely distributed

University Policy

The University of Alabama policies concerning the use of its computers and the presentation of Web pages may be viewed at <http://policies.ua.edu/>. Failure to abide by University policy may result in disciplinary action which may include loss of computer privileges.

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