

- Be aware of and comply with the University and the University's agencies' procedures and regulations for accessing and operating the computer and related hardware, software, and other information resources; Cooperate with legitimate requests by University staff
- Take precautions to protect accounts and passwords by selecting obscure passwords, changing them frequently, and not sharing such info
- Download information from computers to disk whenever possible, and limit printing and photocopying to what is directly needed in order to conserve paper and to make the most efficient use of resources
- Properly logoff or log out whenever leaving a computer in an area which is accessible to others
- Treat others with dignity and respect; respect the privacy and confidentiality rights of others, including their files and accounts; use UMS information resources only for purposes which are legal and consistent with the University's mission.

Consistent with the above, unacceptable uses and behaviors include, but are not limited to:

- Damaging or attempting to alter computer equipment
- Violating, or attempting to violate computer system security
- Violating, or attempting to violate software license agreements
- Incurring unauthorized or unreasonable costs for the University
- Accessing files, data, or passwords of others without authorization
- Disrupting or monitoring electronic communications without authorization
- Harassing other computer users or University staff
- Violating the privacy of others
- Libeling or slandering others
- Using any University workstation for any illegal purpose
- Copying or distributing copyright-protected material without legal right or authorization
- Information Technology Assets (Desktops, Mobile Devices, etc.) provided to employees (Faculty and Staff) are for University Business and limited personal use consistent with [Board Policies on Intellectual Property and Conflict of Interest](http://www.maine.edu/system/policy_manual/policy_section410.php) (www.maine.edu/system/policy_manual/policy_section410.php).