

Inter American University of Puerto Rico
School of Optometry
Computer and network use policy

1. Inter American University of Puerto Rico - School of Optometry licenses the use of computer software from a variety of outside companies. Inter American University of Puerto Rico - School of Optometry does not own this software or its related documentation and unless authorized by the software developer, does not have the right to reproduce it except for backup purposes.
2. The possession of **unauthorized** copyrighted material on your computer is illegal. It does not matter if it is for your personal use only, it is still illegal. It does not matter if everyone is doing it, it is still illegal. The photocopying "fair use" concept does not apply to electronic digital media. Sharing of copyright material through such processes as peer to peer file sharing like KaZaA, Limewire, etc. is strictly prohibited. It is illegal and may lead to criminal proceedings – it may even implicate the University. Use of such peer to peer systems over the Internet may generate large amounts of unexpected Internet traffic and hence big bills. It generates real costs to the University, for which you are liable. Typical penalties for minor infractions are the short term suspension of networking privileges. More serious infractions may result in permanent loss of privileges, as well as further disciplinary measures involving the Dean and/or local Police.
3. Interference to computers in the Optometry School network and/or Inter American University network is unacceptable no matter where the computer being interfered with is located. Interference includes share and port scanning, password-cracking, sending unrequested messages, and running hacking scripts and the like. It should be kept in mind that port scanning is considered by the vast majority of network administrators to be a "hostile" act and a precursor to a hacking attempt.
4. According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. Inter American University of Puerto Rico - School of Optometry does not endorse the illegal duplication of software. Inter American University of Puerto Rico - School of Optometry collaborators, students and employees who make, acquire, or use unauthorized copies of computer software will be subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination.
5. Any doubts concerning whether any employee may copy or use a given software program should be raised with a responsible manager before proceeding.
6. All users are entitled to work without harassment. The use of computer facilities to send or disseminate offensive, abusive, threatening or unnecessarily repetitive messages or material may be harassment and may be subject to the University's Harassment Procedures or Discipline Regulations. For example if it is unacceptable to say something to a person it is equally unacceptable to transmit the same statement electronically. Similarly, if it is unacceptable to display a sexually explicit poster in a public room then it is equally unacceptable to display such an image on a publicly visible computer screen.
7. No Network Devices (including modems) are to be connected to any unauthorized portion of the network without the permission of the network administrator (or an authorized delegate)
8. Personal computers may not act as servers to other machines on the Internet. Student machines are not allowed to run Internet servers.
9. You should not disclose to others any password or other information that could be used to gain access to your own or any other account and you should not use another person's usercode. Certain areas of the Optometry School, like the satellite clinics, are under local and federal regulations regarding information security and access (ex: HIPAA).
10. You are responsible and financially liable for all computer activity related to your user account – this includes both incoming and outgoing Internet traffic.

I am fully aware of the computer and network use policies of Inter American University of Puerto Rico - School of Optometry and agree to uphold those policies. I also aware that this policy may be subject to change without prior notice, and that it is my responsibility to keep informed about any changes/updates to this and other related policies.

Name

Signature

Date _____