

# Inter American University of Puerto Rico School of Optometry

## Computer and network use policy

This is only a summary of many of the network and computer use policies of the IAUPR system, which apply to the IAUPR School of Optometry. The full policies are available at <http://web.inter.edu> and all students are responsible to verify them periodically.

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 the intellectual rights of 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. The photocopying "fair use" concept does not apply to electronic digital media, not even music files. Sharing of copyright material thru the network and/or Internet is strictly prohibited. It is illegal and may lead to criminal proceedings – it may even implicate the University. 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, excessive bandwidth use, password-cracking, sending unrequested messages, and running hacking scripts and similar activities. 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 (including display to other persons) of digital media 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 any media. Inter American University of Puerto Rico - School of Optometry collaborators, students and employees who make, acquire, or use unauthorized copies 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 or hotspots) 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 transmitters or relays to other machines on the Internet. Student machines are not allowed to run as digital content distributors.
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 user code. 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; which are available at <http://web.inter.edu>.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_