ITST Computer Usage Policy
Revision 5
07.25.2009

ITST provides its users with Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities, and to provide a powerful resource for learning and research. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access department information. Therefore, it is important that all connections be secure, controlled, and monitored. As part of ITST and UCSB’s computing community you must follow some strict guidelines for the protection of other community member’s rights and privileges as well as your own.

Prohibited use

The following are prohibited:

- Openly displaying offensive content of any kind, including pornographic material
- Illegal activities
- Installing unlicensed commercial software
- Dispersing department data outside of the department or university without authorization
- Sharing passwords with others
- Accessing files that are not your own, protected or not, without permission
- “For Profit” activity
- Using network sniffers, editing system files, breaking into systems, and other hacking
- Connecting un-authorized network hardware into the ITST network e.g. switches or routers

Responsibilities

ITST users are responsible for:

- Abiding by existing federal, state, University, and local telecommunications, networking laws, and regulations
- Following copyright laws regarding protected commercial software or intellectual property
- Using your best judgment, common sense, and respecting others’ privacy and property when using ITST and University communication services
- Abiding by ITST’s guidelines and instructions when using computer accounts, services, and equipment
- Maintaining, securing, and updating any network device that they have administrative control over or giving ITST computing (or an ITST computing approved person/dept) administrative access to do so for them.
- Promptly complying with any requests from the ITST computing department with regard to security, policy, service usage, and other computing issues.
- Notifying ITST Computing at least 2 weeks before you leave ITST

Please also read:

Enforcement of these policies is the responsibility of the ITST staff and Director. The campus Ombuds Office is also available if you feel that you need help in resolving conflict. The UCSB Office of Information Technology (http://www.oit.ucsb.edu) may also provide help finding network abuses.

**Violations**

Violations will be reviewed on a case-by-case basis. Violations may not only abuse ITST and UC policy but, can also result in damages to ITST, University, or Off-site systems. **Administering a computer means you are responsible for any damages it may cause.** If it is determined that a user has violated any of the above regulations then that user will receive a reprimand and his or her service usage may be restricted. If a gross violation has occurred, management will take immediate action. Such action may result in losing service or equipment privileges at ITST.

**Information Disclosure Consent**

ITST may deem it necessary to publish information pertaining to your involvement and activities with ITST. Information such as your office number, office phone number, photograph, or email address may be published on the ITST website, publications, or email lists. Personal information such as social security numbers, home address, or personal phone numbers will NEVER be published publicly. **By signing this policy you agree to have any ITST-related information viewable by the public.** If you do not want any or all ITST-related information about yourself publicly viewable, please contact Marlene Rifkin or your advisor about this issue.

Your signature indicates that you have read “ITST Computer Usage Policy”, are aware of the University of California Electronic Communications Policy, and that you agree to abide by these policies.

Printed Name: __________________________

Signature: __________________________ Date: __________________________

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ITST Computing Department