



Technology Policy Guidelines for the Acceptable Use of Computing Resources at AJU's Residence Hall Complex and Campus Facilities

These guidelines set forth standards for responsible and acceptable use of computing resources in AJU's Residence Complex and Campus facilities. Authorized users of computer labs shall, by virtue of their use of computer resources, agree to be bound by these guidelines. These policies will be posted on the University's Website.

1. Authorized Users: AJU computer resources are an exclusive service for:

- Students, faculty, staff and residents of American Jewish University
- Library - University's library users
- Registered guests in the Residence Hall Complex. Liability for the use of computing resources by a resident's personal guests rests with the resident who hosts the guest.

2. Computing Resources:

"Computing Resources" include, but are not limited to: computer time; data processing or storage functions; computers; computer systems; servers, networks and their input and output and connecting devices; and any related programs, software and documentation; accessories (printers, mice, etc.); or the wireless system.

3. General Policy:

- All computer users have the responsibility to use the university's computer systems in an effective, efficient, ethical and lawful manner.
- The use of the university's computer resources is a privilege, not a right. AJU may protect legitimate facilities users by imposing sanctions on users who abuse the privilege.
- Computer users shall:
 - Respect the intended use of accounts established for their use.
 - Respect the integrity of the university's residence hall complex computer systems and network.
 - Respect the privacy of other computer users.
 - Respect the rules, regulations and procedures governing the use of residence hall complex computing resources.
- American Jewish University does not monitor online information on a regular basis and does not keep records of such information. This includes, but is not limited to: blogs, IMs, postings and websites. In special situations, the University may choose to do so. Standards of common sense and common decency must be applied in determining what uses are proper when using the public resources of the University.

4. Data Storage, Security and Privacy:

- Close all applications before leaving the workstation (for example, signing off your e-mail account).
- Delete from the workstation all files containing private information (personal letters, bank account numbers, etc).

- Should you attempt to save files on a computer in the lab, the system is set to automatically delete the files. Users should save their data on personal storage devices. AJU has no liability for lost data. AJU has no liability for unauthorized access to private information that was saved on workstations. The maintenance, operation, and security of computing resources require responsible University personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the Access to Public Records Act and other applicable state and federal laws, and the needs of the University to meet its administrative, business, and legal obligations.

5. **Food and Drinks:**

- No food or drinks are allowed in the main campus computer lab
- In Lee and Rochlin computer labs: no food or drink is permitted in these rooms.
- In Keefer computer lab: no eating or drinking is permitted by the computers. No food or drinks is permitted on the computer desks.

6. **Printers and Printer Server:**

- The user will provide printing paper.
- User will use new printing paper only. Re-using printing papers is forbidden.
- Printer troubleshooting will be done by Campus Technology Department staff only. In any case, users may not open the printer (for example: cartridge replacement, taking out stuck paper etc.)
- Users may not turn printers off.
- Access to printer servers is limited to system administrators

7. **Accessories:**

Accessories are any equipment that is not the computer itself (mice, keyboard, printer, chair, etc). Maintaining, replacing, and fixing computer accessories will be done by Campus Technology Department only.

- Users may not replace or change accessories among the computers
- Users may not use computer accessories outside of the computer labs (including chairs).

8. **Wireless Network:**

See Wireless Network Policy.

9. **Game Playing:**

Game playing is not permitted when other users are waiting for a workstation or if it disrupts the work of others.

10. **Conduct:**

The following provisions describe conduct prohibited under these guidelines:

- Altering system software or hardware configurations without authorization (including default homepages), or disrupting or interfering with the delivery or administration of computer resources;
- Attempting to access or accessing another's account, private files, or e-mail without the owner's permission;
- Installing, copying, distributing, or using software in violation of: copyright and/or software agreements; applicable state and federal laws;

- Using computing resources to engage in conduct that interferes with others' use of shared computer resources and/or the activities of other users, including studying, teaching, research, and University administration;
- Using computing resources for commercial or profit-making purposes without written authorization from the University;
- Failing to adhere to system policies, procedures, and protocols;
- Allowing access to computer resources by unauthorized users;
- Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access;
- Access or attempts to gain access to university system computing facilities for any unauthorized purpose, including attempts to obtain, modify, or destroy information or degrade performance, is forbidden;
- Users shall not infringe on the intellectual property rights of others.

11. **Violation:**

Violation of these guidelines constitutes unacceptable use of computing resources, and may violate other University policies. Suspected or known violations should be reported to the Residence Life Office and violations will be processed by the appropriate University authorities. Violations may result in revocation of computing resource privileges or/and fines.

- Every violation is subject to an official complaint letter from the RLO.
- Three violations of these guidelines will result in revocation of computing resource privileges for a period of time decided by the head of the Campus Technology Department.
- Two violations (or more) of "Food and Drinks" policy will result in a fine of \$20.
- Missing equipment or equipment that was replaced is subject to a fee: Mouse: \$40; Speakers: \$40; Keyboard: \$50; Monitor: \$280; Desktop: \$1500; Printer: \$800; Printer Cartridge: \$300; LAN cable: \$30; Router: \$200; Omni directional Antenna: \$200; Chair: \$160.
- Any physical damage to computing resources is subject to a fine. The exact fine will be determined by the head of the Campus Technology Department.
- In case the responsibility for missing equipment and/or damaged equipment cannot be determined, the fine will be divided between the residents in the building where the computer lab is located.

12. **Contact Information:**

- Questions regarding the Guidelines for the Acceptable Use of Computing Resources should be directed to Campus Technology Department or via e-mail to CTD@aju.edu
- Questions regarding Residence Hall Rules should be directed to the Residence Life Office or via e-mail to RLO@aju.edu