



Acceptable Use Policy

PURPOSE The computer workstations, computing servers, the interconnecting computer network, the Internet access service, and all associated hardware, software, and provided technology (the "ACCAD Facilities") are purchased, installed, and maintained for the research, academic, and administrative activities of ACCAD.

SCOPE This Acceptable Use Policy applies to all users of the ACCAD Facilities, including without limitation students, faculty, staff, and guests.

PRIORITY Priority use of the Facilities is allocated to research, academic, and administrative activities.

PERSONAL USAGE Occasional personal, not for profit use of the Facilities is permitted, provided that such usage does not in any way interfere with the research, academic, or administrative activities of ACCAD.

FOR PROFIT USAGE Use of the ACCAD Facilities for profit must occur under a contract approved by the director of ACCAD and The Ohio State University.

MODIFICATION OF FACILITIES Modification of the ACCAD Facilities without explicit permission of the staff member maintaining them is prohibited. Examples include: installing software; removing software; installing hardware; removing hardware; disconnecting or changing cabling, except when a "patch panel" is provided; other acts that affect all users of the Facilities.

LIABILITY All users are expected to take appropriate care with the Facilities provided. Users are liable for lost or damaged equipment.

E-MAIL E-mail messages older than 30 days may be removed from the mail server without notice. If you need assistance reading your mail, please ask for help.

NETIQUETTE As "in real life", all users are expected to respect others when utilizing the Facilities. Use of the Facilities to produce obscene material, attack others, annoy others, harass others, intimidate others, or perform any other antisocial act is prohibited. Unsolicited mass e-mail to outside the ACCAD Facilities is prohibited. Posting or cross-posting to USENET in violation of a group's charter is prohibited. Denial-of-service attacks of any kind are prohibited.

INTELLECTUAL PROPERTY RIGHTS All users are expected to respect the intellectual property rights of others. Unauthorized duplication of copyrighted work beyond "fair use" is prohibited. Unauthorized duplication or unauthorized use of licensed software is prohibited.

DATA BACKUP Regular data backup is performed by systems administration staff as a service to full time researchers and staff, and to prepare for unexpected hardware failure. The data backup system can also be utilized on an occasional basis to recover from occasional accidental data loss by any user of the system.

COMPUTER ACCOUNTS User accounts on the ACCAD computer network are assigned to individuals. Each individual is personally responsible for all computing activity associated with the account. The username and password assigned is for the individual's use only; sharing the password is expressly prohibited. "No one other than you needs your password."

SECURITY Any attempt to breach the physical or electronic security of the Facilities is prohibited.

FILE PERMISSIONS Users are responsible for selecting the appropriate, desired permissions for their data. Systems administration staff with administrative access are prohibited to access data not otherwise available without administrator permission, with these specific exceptions:

1. Data outside the owner's home directory, other than the e-mail spool
2. Permission of the owner, who is present
3. Permission of the owner, in writing, with a signature
4. In the course of systems administration (such as for data backup)
5. At the formal request of a law enforcement authority or court order
6. With the approval of the Director of ACCAD (in unforeseen situations)

ACCOUNT EXPIRY An account on the ACCAD computer network is generally expired at the end of the quarter following its owner's disassociation with ACCAD: graduation, no longer taking ACCAD classes, completion of ACCAD project, termination of employment, etc. Notice is sent via e-mail to those accounts scheduled to be deleted.

VIOLATION Your privileges to the Facilities, including a valid username and password for the computer network, may be revoked in response to a violation of this Policy, with or without warning, at the discretion of the systems administration staff. In addition, the Director of ACCAD may also take other appropriate action, including without limitation charges brought before the Academic Misconduct Committee.

REVISION This Policy may be revised at any time without notice. The most recent version may be found on the intrACCAD web site, <http://www.accad.ohio-state.edu/intrACCAD/>