

John A. Burns School of Medicine
University of Hawai'i at Mānoa

Policy on Use of Computing Resources
Effective July 1, 2000

I. Purpose

In order to maintain the integrity and security of computing resources at the John A. Burns School of Medicine (JABSOM), the following policy is established to regulate the use of computing and networking facilities and resources.

II. Policy

A. Access

Access to JABSOM computing and networking facilities and resources is a privilege granted solely to JABSOM faculty, staff, and enrolled students. Exceptions apply to those individuals outside the University who are authorized to utilize services that have been made available through JABSOM. All users of the computing facilities must act responsibly and maintain the integrity of these resources. JABSOM reserves the right to limit, restrict or extend computing privileges and access to its resources.

B. Violations

JABSOM Learning Resources (through the Office of Medical Education) should be notified about violations of this policy, existing computer laws, policies and guidelines, as well as potential loopholes in file security of its computer systems and networks. The user community is expected to cooperate with Learning Resources in its operation of computer systems and networks as well as in the investigation of misuse or abuse. Should the security of a computing system be threatened, under the direction of the Associate Dean for Student Affairs, the system may be monitored and user files may be examined. Those who do not abide by the policies listed may be subject to suspension of computer privileges and possible disciplinary action under The University of Hawai'i at Mānoa Student Conduct Code, JABSOM's Academic Appeals Policy, and existing judicial, disciplinary, or personnel processes. Offenders also may be subject to criminal prosecution under federal or state law.

C. Acceptable Use Guidelines

The Guidelines for Acceptable Use of JABSOM Computing Resources include, but are not limited to, the list below:

1. Individuals may not use a computer or network ID that was not assigned to them by University of Hawai'i Information Technology Services (ITS) or JABSOM, unless multiple access has been authorized for the ID by the granting agency. Individuals may not try in any way to obtain a password for another's computer or network ID, and may not attempt to disguise the identity of the account or machine they are using. External computer or network ID's must be authorized by ITS or JABSOM.
2. Individuals may not use JABSOM or ITS network facilities to gain or attempt to gain unauthorized access to remote computers.
3. Individuals may not deliberately perform an act that will seriously impact the operation of computers, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, creating excessive

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- network traffic or otherwise blocking communication lines, or interfering with the operational readiness of a computer.
4. Individuals may not attempt to modify in any way a program diskette which ITS or JABSOM provides.
 5. Individuals may not run or install on any JABSOM computer or network systems, or give to another, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed toward, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
 6. Individuals may not attempt to circumvent data protection schemes or uncover security loopholes.
 7. Individuals must abide by the terms of all software licensing agreements and copyright laws. In particular, it is illegal to make copies of copyrighted software, unless the licensee has a license specifically allowing the copying of that software. Further distribution of that software is limited by the terms of that particular license.
 8. Individuals may not deliberately perform acts that are wasteful of computing or networking resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, or obtaining unnecessary output or printed material. Printing multiple copies of any documents, including resumes, theses, and dissertations, is also prohibited.
 9. The following type of information or software cannot be placed on any JABSOM-owned computer system or on any system connected directly to JABSOM network resources:
 - That which infringes upon the rights of another person;
 - That which is abusive, profane, or sexually offensive to the average person;
 - That which consists of information that may injure someone else and/or lead to lawsuit or criminal charges. Examples of these are libelous statements, pirated software, destructive software, pornographic materials, or copyrighted images and information; and
 - That which consists of any advertisements for commercial enterprises.
 10. Individuals may not harass others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive messages through electronic means.
 11. Individuals may not attempt to monitor another user's data communications, nor read, copy, change, or delete another user's files or software, without permission of the owner.
 12. JABSOM-owned microcomputers, workstations, or networks are to be used to support university-related activities, such as JABSOM courses, research projects, departmental activities, professional and scholarly activities, and related personal communications. These resources are not to be used for personal or financial gain that is unrelated to a valid university function.
 13. Individuals may not play games using any of JABSOM computers or networks, unless for instructional purposes as specifically assigned by a faculty member.

Adapted with permission from "Policies on the Use of Computer Systems and Facilities", Lehigh University Information Resources, August 1997.

Approved by the Executive Committee: 6/16/00

Accepted by:

 6/16/00

Edwin C. Cadman, MD
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Date