

Your responsibility as an Interchange or Netinfo subscriber

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All Interchange and Netinfo subscribers, and all other users of computing facilities and services on campus, must respect UBC's Appropriate Use of Information Technology guidelines. Following these guidelines ensures that the university is an environment where everyone is treated with humanity and respect. It also ensures that you don't break any existing policies, laws or statutes, and that the university's computing systems remain secure.

Agreeing to the guidelines

When you subscribed to Interchange or Netinfo you agreed to adhere to the guidelines for appropriate use. If you subscribed by completing an application form, you agreed to the guidelines when you signed the form. If you registered on-line, the system displayed the guidelines and you agreed to them by pressing the return or enter key.

Once you agree to the guidelines it becomes your responsibility to

uphold them. If you violate the guidelines your subscription could be suspended or cancelled, and in some cases you could face prosecution.

Protecting yourself

Use the same care securing your subscription that you would securing your home. When people leave their homes for a few hours, they check their doors and windows to ensure they are locked. In the same way,

The guidelines

Responsible use of computing and communications facilities and services requires that you:

- Respect the legal protection provided by copyright and licence to programs and data.
- Respect the rights of others by complying with all university policies regarding intellectual property.
- Respect the rights of others by complying with all university policies regarding sexual, racial and other forms of harassment and by preserving the privacy of personal data to which you have access.
- Respect the privacy of others by not tampering with their files, tapes, passwords or accounts, or representing others when messaging or conferencing.
- Use only computer usernames or accounts and communication facilities which you are duly authorized to use, and use them for the purposes for which they were intended.
- Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
- Use computing and communications facilities in a manner which is consistent with the ethical principles set forth by the university and with accepted community standards.
- Respect and adhere to any local, provincial or federal law which may govern use of these computing and communication facilities in Canada. These include, but are not limited to, the Criminal Code of Canada, the BC Civil Rights Protection Act and the BC Human Rights Act.

You can find these guidelines and others describing appropriate use of information technology at <http://www.ubc.ca/1/appropriate-use>

...once you agree to the guidelines it becomes your responsibility to uphold them

you should be diligent about protecting your computer subscription from unauthorized intruders.

Before you leave your terminal ensure that you have logged off. Often individuals leave themselves logged in at public terminals and someone will take advantage of the opportunity to play a joke. Your account could be used to post rude messages to newsgroups or to send harassing e-mail. Everyone may then believe that you posted or sent the message and your subscription could be suspended.

It is also important to protect your password. Not only should you choose a secure password, you should also treat it like you would the PIN number for your bank account. Never share your password with anyone. (This includes sending it to someone via e-mail.) If the wrong person gets their hands on your password, it could jeopardize the security of the entire UBC computing system.

Violating the guidelines

If you violate the guidelines or if Computing and Communications receives a complaint about your use of the university's computing and communications facilities your subscription or account will automatically be suspended.

To reinstate your subscription or account you must bring valid picture

identification to room 420 in the Computer Sciences building at 6356 Agricultural Road. A member of the security group will review the guidelines for appropriate use of information technology with you.

If this is your first violation your subscription or account will be

reinstated unless the offence is severe. If you violate the guidelines again we will refer your case to the appropriate faculty or department head for review.□

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Reporting inappropriate use

To report inappropriate use of computing facilities at UBC contact Satnam Purewal at 822-4820, Jerry Paulsen at 822-3726 or Jack Leigh at 822-3931. Or e-mail security@ucs.ubc.ca

To report inappropriate use by an individual outside of UBC contact the system administrator or the postmaster (preferably both) of their system. E-mail root@machine.domain or postmaster@machine.domain where *machine.domain* matches the host name of the computer from which the offensive e-mail or post was sent. Also please e-mail a copy of your message and, if possible, the offending message to security@ucs.ubc.ca