

# **IT Guidelines**

## **Information Technology Services**

TEXAS A&M UNIVERSITY AT QATAR

The Texas A&M University at Qatar (TAMUQ) computing equipment and online resources, on and off campus, are tools provided by Information Technology Services (ITS) to all TAMUQ students, faculty and staff to facilitate teaching, learning, research, and the administrative activities that support these objectives. The following guidelines have been developed, under the direction of the TAMUQ ITS Management Team, to allow the TAMUQ campus to obtain the maximum benefit from its technology resources.

### **SECURITY**

It is the responsibility of every TAMUQ account holder to protect the security of the TAMUQ computing environment. Basic to the concept of network security is the simple rule that a TAMUQ computer account should be used only by the authorized user of the account. Information stored on TAMUQ computer systems is confidential and should not be shared in any way with individuals outside the University without the express written consent of the executive management.

Besides deliberate security breaches, unintentional compromises of the TAMUQ computing environment should also be prevented: computers left unattended should always be password protected; and sensitive information stored on USB flash memory devices should be encrypted at all times, as these devices are so easily stolen or lost.

Software and add-ons that add functionality to programs, add backgrounds to the desktop or to email messages, or add toolbars to Internet Explorer or Outlook should not be installed on any TAMUQ computer, as they have the capability to collect information from your computer. Examples include HotBar and the Yahoo toolbar.

Password protection is essential to maintaining network security. No faculty member, staff member or student should give their password to another faculty member, staff member or student, or to any family member, or to any sponsor, or to anyone else. To reduce the risk of password guessing, a TAMUQ password should be at least 8 characters long, include at least one capital letter and at least one non-alphabet character. Passwords must be changed every 90 days as prompted.

### **PRIVACY**

The general right to privacy is extended to all TAMUQ electronic environments where possible. This means that TAMUQ will not limit access to any information due to its content when it meets the U.S. standard of legality. Furthermore, the contents of electronic files or network logs will be examined or disclosed only when authorized by their owners, approved by an appropriate University official, or required by law. Also, network scanning, performed periodically to determine the presence of security vulnerabilities, will not invade the privacy of individual account holders.

## ETHICAL STANDARDS

The use of computing equipment and online resources should not violate ethical standards. Fundamentally, students, faculty members and staff members should use TAMUQ technology resources only to accomplish tasks related to the University's mission. Personal use of computing resources is permissible only when the use is occasional, of minimal time and duration, does not interfere with job responsibilities, and results in no additional cost to the University. Except when connected with approved outside employment/consulting, personal use should not result in financial gain for the user. With regard to civil law, students, faculty members and staff members should not use their TAMUQ accounts to violate license agreements, copyright laws, Texas State laws, or laws of the State of Qatar. Software for downloading or sharing music or video files should not be installed on any University computer. In addition to the suppression of network efficiency and the serious security breach this software introduces, its use may be illegal. Examples include BearShare, Kazaa, LimeWire and BitTorrent.

Digital resources, such as databases, full-text journals and electronic books are made available to users of the Texas A&M University Libraries through licenses negotiated with publishers. These legally-binding licenses restrict access to these resources to faculty members, staff members and students of Texas A&M University or TAMUQ, and visiting researchers who are using library facilities onsite. Violation of these licenses by allowing someone else to use your account, giving someone else your password, or making paper copies of this protected information for use by someone else could result in loss of access to these resources for the entire University and disciplinary action against the individuals involved.

With respect to the rights of other users, high-bandwidth applications such as streaming radio, television, and movies on-demand should not be used during daytime hours when other users are likely to need the bandwidth for teaching, learning and research, and the administrative activities that support these objectives.

## ACKNOWLEDGEMENT

By my signature below I acknowledge that I have been given a copy of this document, that I have read it, and that I understand these guidelines and understand the standard of conduct that is expected of me. Any violation of the guidelines in this document may be grounds for disciplinary action to include termination of employment, dismissal from the University, financial restitution for unauthorized use of services, and misdemeanor or felony charges in a court of law.

FIRSTNAME LASTNAME

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NAME (PRINTED)

UIN

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SIGNATURE

DATE (YYYY-MM-DD)