

TLC COMPUTER LAB - TERMS AND CONDITIONS OF USE

The TLC provides technology resources and services to its users in support of the University's mission of teaching and research. Computers and networks can provide access to resources on and off campus and provide the ability to communicate with other people worldwide. This access is granted as a privilege, not a right, and requires that individual users act responsibly.

Use of the TLC network and facilities is granted under the following terms and conditions:

Users must exercise responsible use of shared and finite resources

- **Do NOT allow ANYONE else to use your TLC login account or password.** Use of TLC accounts is non-transferable and under no circumstances should you allow another person to use a workstation logged under your account.
- **Do NOT login to more than one workstation at a time.**
- **Do NOT "lock" a workstation to reserve it for yourself and prevent other users from accessing a workstation.**
- **Do NOT store non-academic files on the servers.** The TLC grants you limited storage space which is to be used only for the storage of files created during the normal use of TLC application software. Do NOT store downloaded software and images, especially games, music and other entertainment files. Examples of non-academic types of files includes, but is not limited to: .gif, .jpg, .exe, .com, .mp3, .mov., .avi, .ram, etc.
- **The TLC reserves the right to delete non-academic files as needed.** This is a necessary procedure to maintain system integrity for our community of users. TLC personnel may check for violations on a periodic basis and delete non-academic files without notifying users. The TLC reserves the right to use quota checking and filtering software as necessary to restrict non-academic files from being stored on TLC servers.

Users must respect the integrity of the systems and related support resources and facilities

- **Do NOT install or run personal software and operating systems on TLC equipment.** Do NOT modify programs, configurations or crucial system software settings that affect other users. Use of the TLC is granted only for the purpose of accessing programs and files which TLC personnel have installed to serve the collective academic community of TLC users. Do NOT treat TLC equipment as if it is your own personal property and install programs for your own individual entertainment. This greatly increases the maintenance cost of machines and causes machines to fail at critical moments, such as just before online exams. TLC personnel will check for violations on a routine basis.
- **Use the TLC 2nd floor facilities only during indicated operating hours.** You are not permitted to stay overnight. Please exit when asked by TLC or Library personnel, either upon closing time or for any special events that may be held in the TLC.
- **Do NOT vandalize, abuse, tamper with or steal equipment, components or software.**
- **Do NOT bring food or drink (except drinks in official Library approved mugs) into the 2nd floor or 3rd floor facilities of the TLC.**
- **Do NOT attempt to gain unauthorized access to any resources of the TLC or knowingly attempt to interfere with, disrupt, or otherwise prevent the normal operation of University electronic communication services.** This includes, but is not limited to: running programs to scan networks or probe systems, eavesdropping on others' electronic communications, guessing passwords, tricking users into disclosing their passwords, attempting to circumvent data protection schemes or security mechanisms, attempting to uncover security loopholes, installing or distributing any kind of intrusive computer software (computer viruses or denial-of-service attack tools), or using an unauthorized IP address.

Users must observe all relevant federal and state laws, University regulations, including those that may apply generally to personal conduct (e.g. defamation of character, sexual harassment or threats) and contractual obligations

- **Commercial use of the TLC is prohibited.** TLC equipment, programs and services are intended for educational purposes only. In general, University resources should not be used for commercial purposes not under the auspices of the University. Resources may not be used for personal financial gain (except as permitted under applicable academic policies).
- **All activities deemed to be illegal or unethical are prohibited in the TLC.** University resources may not be used for unlawful activities, including but not limited to, copyright infringement. Reproduction or distribution of copyrighted works, including but not limited to, images, text, software, or sound recordings, without written permission of the owner, except under U.S. Copyright fair use provisions, is a violation of the U.S. Copyright law. Such misuse can be prosecuted under applicable statutes and may subject the user to civil damages and criminal penalties.

Users must take personal responsibility for the safety of their own individual files

- **The TLC cannot be held responsible for damage resulting from the loss or misuse of files stored or created on the network.** Files are not guaranteed to be safe or protected from accidental or malicious intrusion by other authorized or unauthorized users on the network.
- **Users must maintain their own individual backups of critical documents and files.** Make sure you copy important documents to a personal file storage device (USB key drive or CD-R are recommended) that you keep in your possession as a backup. Extremely malicious virus threats exist today and may wipe out your documents in the TLC. Be aware and be prepared.

Users must allow TLC personnel to administer the network system for the benefit of the collective academic community of TLC users

- **TLC staff reserve the right to delete files from storage servers late June of each academic year.** As more students establish accounts we use more of the storage capacity on servers. TLC staff must implement a prudent network maintenance plan. Depending on the collective activity of all users we may find it necessary in future years to remove old files and make space for new files. Appropriate notification will be sent to users.
- **To keep pace with new technology and new services, the TLC reserves the right to enact new policies.** All users are expected to comply with new policies that may be enacted in the TLC in the effort to maintain equipment and services.

I, _____, have read and hereby agree to the above terms and conditions and further agree to abide by the rules and regulations of the TLC, the Biomedical Library and to University or campus policies, guidelines or collective bargaining agreements. I understand that misuse of TLC and University computing, networking, or information resources may result in the temporary or permanent loss of computing privileges, may require financial restitution to the University, and may result in further disciplinary action up to and including dismissal from school or employment. Account and access information may be released to outside agencies upon legal subpoena or search warrant.

Signature _____

Date _____