



## 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. 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.
- The TLC reserves the right to delete non-academic files as needed. 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.
- Use the TLC 2nd floor facilities only during indicated operating hours. You are not permitted to stay overnight.
- 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.
- 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 and dismissal or other disciplinary action.

### **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.

### **Users must allow TLC personnel to administer network system for the benefit of 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. 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.

### **Important confidentiality notice from The Medical Enterprise Compliance Office**

- Library computer use is a privilege in support of curriculum, research and information needs that depends on individuals using the resources appropriately and in accordance with university, state, and federal laws. In addition, the following policies are also applicable to use of library computer equipment in the TLC.
- **UCLA Health System:** UCLA Health System and its workforce have a duty to safeguard health and other confidential information. This includes protecting the paper and electronic record as well as verbal communication. It must and does audit access to the electronic and other records to determine appropriate access. Inappropriate access will result in disciplinary action, up to and including termination of employment and possible criminal prosecution. In addition, UCLA Health System must report inappropriate access to both the patient and the Dept. of Public Health which could also result in personal fines and reporting to licensing boards.
- Sharing user IDs and passwords exposes you and the owner of the ID and Password to these same consequences. Always LOG OFF when you leave your workstation.

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 \_\_\_\_\_