

# **RULES AND GUIDELINES FOR RESPONSIBLE COMPUTING**

Information Technology Services  
California State University, Los Angeles

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The following rules and guidelines are provided to help you understand "what is responsible computing" and "how things work" here at California State University, Los Angeles. You are responsible for reading, understanding, and complying with the rules and guidelines established for your Network Information Services (NIS) Account. The abuse or illegal use of your NIS account in relation to data, computers, programs, systems, networks, web space, or documentation is a violation and can result in disciplinary action and/or may be punishable by fine and/or imprisonment.

## ***Account Information***

### **NIS Account General Information**

- A Network Information Services (NIS) Account provides access to the Academic Computing Network, Email, Information Databases, and the Internet. An NIS Account consists of a "userid" that identifies you when you log on, and a "password" that authorizes access to the Academic Computing Network.
- A CSULA ID and an NIS Account are required to use any of the Open Access Laboratories.

### **Passwords**

- Safeguard your userid and password. Use a password that cannot be easily cracked. Do **not** use words in a dictionary, common names, phone, social security or driver's license numbers.
- Do not enter your password while another person is watching.
- Do not share your password with others.
- Do not use another person's userid and password.
- Change your password immediately if you believe your NIS account has been compromised.
- ITS will run a "crack" program periodically to identify passwords that can be easily "hacked".

### **Home Directory**

- Your Home Directory has approximately **10 MB** of disk space reserved for you to store files.
- Your Home Directory is linked to your userid. You can use FTP client to mount your Home Directory. It becomes available when you log into any network servers, and is usually located on the server for your department or school.
- Your e-mail "messages" are stored in your e-mail server directory. You have approximately **100 MB** of disk spaces reserved.
- Do not install or run applications in your Home Directory.
- Do not store large files in your Home Directory -- especially audio, graphics, video or animation files.

I have read the entire "*Rules and Guidelines for Responsible Computing*" and "*Proper Use of Computing Resources*" and understand my responsibilities for responsible computing and further understand that violation of responsibilities may result in disciplinary action and/or may be punishable by fine and/or imprisonment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# *Proper Use Of Computing Resources*

## **Legal Use of Computing Resources**

- The NIS Account and computers in the Open Access Labs are provided for educational purposes and work associated with CSULA or the California State University system, such as completion of course assignments and Academic research related to course work.
- Personal use of your NIS Accounts can include e-mail to communicate with other students and friends, subscribing to news groups or special interest groups, and creating or updating your resume.

## **Illegal Use of Computing Resources**

- Unauthorized peer-to-peer file sharing of copyrighted works, including music, pictures, movies, and other published materials is a violation of campus computer-use policy. It is also illegal and may carry significant monetary and/or criminal sanctions. It is the responsibility of the student, staff or faculty member downloading or uploading files to ensure that these are not copyrighted works, or that he or she has the permission of the copyright holder.
- University computers, accounts, web space and network systems may not be used for commercial purposes or private activities. (Some examples being: the use of web space to create a website for the purpose of personal monetary gain; knowingly running, installing or giving the rights to another user to run or install a program intended to damage or place an excessive load on a computer or network system - this includes, but is not limited to programs known as computer viruses, Trojan horses, and worms.)
- Running recreational programs that use excessive bandwidth are prohibited at all times.
- The transmission or reception of obscene, offensive or discriminatory information is prohibited.
- The transmission of fraudulent or threatening electronic information is prohibited and may be just as libelous as the same information in print form.
- The transmission of unsolicited e-mail messages or junk e-mail (SPAM) is prohibited.

## **Hacking**

- Hacking, the unauthorized use or access to CSULA computing resources or any other computing system to steal or corrupt data or use disk space is strictly forbidden. This includes, but is not limited to:
  - Deleting, altering, or damaging a computer or one of its components.
  - Using or copying data from a computer or one of its components.
  - Inserting a virus into a computer or network.

## **Pornography**

- While it is not illegal for an adult to view and/or download pornography in the University's Open Access Labs, it is highly discouraged. Fellow students offended by the display of pornographic words or images have the right to file a grievance with the University and should contact a lab consultant or the lab supervisor to do so. If a student files a complaint with a lab consultant or lab supervisor, administrative action may be taken against the individual viewing or downloading pornographic material.
- Viewing or downloading child pornography is not only prohibited on campus, it is a federal offense and violators will be prosecuted to the fullest extent of the law.

## **Software**

- Do not install or run personal programs.
- Do not change the configuration of any campus workstation.
- Do not modify the system settings of any campus workstation.
- Copying any software licensed to CSULA is illegal and prohibited.
- Students may install software related to educational activities after obtaining permission from the lab manager. There is no guarantee that the software will not be erased because ITS must frequently reinstall the client software in lab computers.

## **Games**

- Playing computer games is not permitted in any open access computer lab.