



# Computer User Account Policy

*OUHSC computer accounts are available to current faculty, staff, students, and affiliates of the University of Oklahoma Health Sciences Center who require an account for an official university activity/endeavor or to conduct official university business. To obtain an account, carefully read the policy stated herein and follow the instructions at the bottom of this page.*

By using University information systems or computing resources, you agree to abide by and comply with the applicable policies, procedures and laws. Acceptable use must be ethical, reflect academic honesty, and show responsible use in the consumption of shared resources. Information stored on university computer resources and networks may be subject to the Oklahoma Open Records Act.

## User Responsibilities

- Each user must use only his/her personal account accessible via a personal user ID/password combination and must not allow others to use their account.
- Passwords must be a minimum of eight (8) alpha, numeric, and special characters, must not be revealed to anyone else, must be changed at least every 180 days, and must not be written down in plain sight. If you must write it down, store it in a secure location such as your wallet, purse, locked drawer or safe.
- Users are responsible for their actions regarding personal account security, respect of others and the computing environment, copyright violations, and unauthorized access of OUHSC computer resources.
- Users may be held liable for illegal or damaging use of OUHSC computer resources.
- If discovered that their account has been accessed by another individual, users should immediately change their password and inform their account sponsor or Information Technology personnel of the situation.
- Users must comply with all University policies, procedures, and local, state, and federal laws
- Users must access only information that is their own, that is publicly available, or to which they have been given authorized access.
- Users are responsible in their use of shared resources (refrain from monopolizing systems, overloading networks, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.)

## Unacceptable Use

- use of another person's system, files, or data without express authorization;
- use of another individual's user ID or password;
- use of computer programs to decode passwords or access control information;
- attempt to circumvent or subvert system or network security;
- engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to or sharing of university data;
- use of university systems for commercial, private, personal, or political purposes such as using electronic mail to circulate advertising for products or for political candidates;
- harassing or intimidating another person including, but not limited to, broadcasting unapproved, unsolicited messages, repeatedly sending unwanted or threatening mail, or using someone else's name or user-ID;
- wasting computing resources or network resources including, but not limited to, intentionally placing a program in an endless loop, printing excessive amounts of paper, or sending chain letters or unapproved, unsolicited mass mailings;
- attempt to gain access to information or services to which he/she has no legitimate access rights.

Failure to adhere to this policy may result in the suspension of computer access privileges as well as other action deemed appropriate by the user's department/college, OUHSC Information Technology, and/or the University of Oklahoma Health Sciences Center.

**Instructions:** Please *print* your name and your primary department or college in the box below, sign and date this policy agreement (page 1), and proceed as instructed for either an OUHSC Employee\* or an OUHSC Affiliate\*\*.

**I have read and understand the above policy and agree to abide by this policy in my use of OUHSC computer resources.**

Computer User: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last Name First Name Middle Initial Department or College

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete the **Computer Account Request** form (page 2) and forward along with the **Computer User Account Policy** (page 1) to your college/department's computer account sponsor or business manager.