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## Email Server Standards

1. All email hosts on the University of Alaska Network must disallow open email relay from the Internet.
2. All email hosts must be registered with the central Information Technology organization of their Major Administrative Unit.

Adopted by the University of Alaska Information Technology Council, November 6, 1998

## Policy on Appropriate Use of Computing Resources at UAA

University of Alaska students, staff, and faculty are eligible to use the computing facilities and resources at the University of Alaska Anchorage (UAA) campus. Access to computer systems and networks owned or operated by the University of Alaska Anchorage imposes certain responsibilities and obligations and is granted subject to University policies, and local, state, and federal laws. Appropriate use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. All students, faculty, and staff are responsible for seeing that computing resources are used in an effective, ethical, and lawful manner.

All UAA academic computer users are authorized to use the computer system by the statement of responsibility listed on all username forms. This also applies to all computing resources provided by Information Technology Services. It reads: "Access to the computing systems, facilities, and equipment is granted to members of the University community for the conduct of University business and instruction with the understanding that such access is a privilege and carries with it certain responsibilities. Access is revoked upon termination of employment of student status. Research data or work done in the course of employment remains with the University unless otherwise noted by BOR Policy & Regulation 08.06 - Information Technology. Use of the facilities to interfere with the privacy and security of other users, for political purposes, or for personal financial gain, or use that is in violation of current UAA or ITS computing policies is prohibited and may result in the loss of computing privileges. Username are to be used only by the individual to whom it has been assigned. Usernames may not be borrowed, loaned, bought or sold. The University reserves the right to disclose the identity of a user to appropriate authorities in the course of a bona fide investigation of alleged misuse. Please read the posted Rules of the Lab signs at each lab. Individuals who use the lab facilities

are responsible for knowing and adhering to the policies and posted rules of each lab. As a member of NorthWest Net, the University adheres to the policies of appropriate use governing this network. Further information on policies and procedures governing computer access and system resource allocations is available through consultants or your local coordinator. Please obtain and read a copy of the UAA Policy on Appropriate Use of Computing Resources document. Your signature below indicates you agree to abide by these provisions. Must be 18 or older to sign. Minors (individuals under age 18) must still sign this form and have their Sponsoring Parent fill out the Under-Age Student Supplemental Form in addition to this form."

**Appropriate use of computing resources means you must:**

- use computing resources for University authorized purposes. These resources are for educational and/or research purposes only.
- protect your computer account from unauthorized use. You are responsible for all activities on your username or system. Frequent password changes are recommended.
- maintain adequate personal backup of data. On the VAX ITS will take reasonable precautions in protecting data. In the event of loss of data due to error or VAX system malfunction, ITS's liabilities are limited strictly to the regeneration of the data from the user's backup tape, plus replacement of a tape, if damaged.
- access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals or other resources.
- notify Information Technology Services immediately of any unauthorized access to your account or of any security flaws you encounter.

**Appropriate use of computing resources means you must NOT**

- use another person's username and password or allow another person to use your account.
- use another person's files, system or data without permission.
- use the university computing facilities or resources to play games. This includes using university computing facilities or resources to access games on other computer systems.
- use computer programs to decrypt or capture passwords or access control information.
- attempt to circumvent or subvert system security measures.
- engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- use University systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
- make or use illegal copies of copyrighted software, store such copies on University systems, or transmit them over University networks.
- use mail or messaging services to harass, intimidate, or otherwise annoy another person. This includes mass mailing of electronic messages to all users or to entire categories of users and to the creation and propagation of chain

letters (chain mail). An exception to mass mailings is granted only for matters of significant campus-wide impact and only with permission from ITS.

- waste computing resources, for example, by intentionally placing a program in an endless loop or by printing and using excessive amounts of paper.
- use the University's systems for personal or private use or for financial gain, for example, by performing work for profit in a manner not authorized by the University.
- use informational commands to send and/or display electronic messages or files which harass, intimidate or violate the UAA Student Code of Conduct. Informational commands include, but are not limited to, ones which generate or display mail messages and banners, explain and help files, network information files, or process names.
- engage in any other activity that does not comply with the general guidelines presented above.
- The University considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on University systems allegedly related to inappropriate use. In addition, violations may result in suspension of account and facilities access. Violators are subject to disciplinary action as described in the Student Code of Conduct, University of Alaska Policies and Regulations, and employee handbooks. Violations of State and Federal laws regarding computing and computers will be turned over to the appropriate law enforcement agencies.

## **NorthWestNet Acceptable Use Policy for Research and Education**

NorthWestNet is a regional data communications network serving a consortium of universities, colleges, industrial research groups, libraries, hospitals, government agencies, primary and secondary schools and school districts, and commercial enterprises in the northwestern United States. NorthWestNet is wholly owned, managed, and operated by the Northwest Academic Computing Consortium, Inc. (NWACC). NorthWestNet embraces the mission to promote research, education, and economic development by providing access to network communications, computing, and electronic information systems and services. This document describes certain research and education uses which are consistent with the objectives of NorthWestNet, but does not exhaustively enumerate all such possible acceptable uses. Membership in NorthWestNet conveys the right to access NorthWestNet facilities and network services for research and educational purposes. A companion document, "NorthWestNet Acceptable Use Policy for Commercial Enterprise," describes access and usage policies for business enterprise.

### **Some Acceptable Uses of NorthWestNet Facilities Include:**

1. All use of NorthWestNet network services and facilities shall be consistent with the mission of NorthWestNet and NWACC. All use shall be intended to facilitate the exchange of information, intellectual property, and services to promote research, education, and technology diffusion, and otherwise be consistent with the broad objectives of NorthWestNet.
2. Use of NorthWestNet facilities and services for research, education, instruction, and as a vehicle for scholarly communications by member

- institutions through the provision of a high-speed data communications and computing, and electronic information resources and services is encouraged.
3. Use as a means for members to access remote computing and information resources for the purpose of research, education or instruction is encouraged. Notable examples of such resources are the NSF supercomputing centers.
  4. Use necessary to support other acceptable uses is itself acceptable. For example, administrative communications which are part of the support infrastructure needed for research, education, instruction, and development are acceptable.
  5. Use required by agreements with NSF, a primary funding agency for NorthWestNet, is acceptable.
  6. Use by member institutions as a laboratory for research and experimentation in computer communications is permitted where such use does not interfere with production usage. However, any experimental use requiring modification to router software or protocol layers below ISO layer 4 requires prior review and approval from the Director of Technical Services.

**Some Unacceptable Uses:**

1. Use of NorthWestNet facilities and network services for any illegal purpose, or to achieve unauthorized access to systems, software, or data is prohibited.
2. NorthWestNet shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, is intended to be highly abusive to the recipient or recipients thereof.
3. NorthWestNet is a production communications network on which many users depend. Users of NorthWestNet network services and facilities should promote efficient use of the networks and thereby attempt to minimize and, if possible, avoid unnecessary network traffic which might interfere or otherwise impact negatively with the work of other users of NorthWestNet or connected networks. Uses that significantly interfere with the ability of others to make effective use of the network or which disrupt NorthWestNet or any connected networks, systems, services, or equipment are prohibited.
4. Use for business or commercial enterprise is prohibited under this policy. However, access to NorthWestNet facilities and network services for commercial use is available as a value-added service to NorthWestNet member organizations for an additional service fee.
5. Interpretation, application, and modification of this Acceptable Use Policy shall be within the sole discretion of NorthWestNet and NWACC. Questions about any issue related to this Policy should be directed to NorthWestNet by member organizations when an issue first arises.
6. NorthWestNet and NWACC make no warranty of any kind, expressed or implied, regarding Internet resources or services, or the contents of resources or electronic messages over the Internet, nor shall NorthWestNet or NWACC be liable in any event for incidental or consequential damages, direct or indirect, resulting from the use of either NorthWestNet or the resources and services available through NorthWestNet Internet facilities or network services.

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