Appendix V: Individual Responsibility for Use of Computing Resources and Facilities

(Revised: 2018)

It is expected that all members of the university community will use these resources and facilities in accordance with laws and university rules.

Failure to fulfill these responsibilities may lead to the cancellation of your computer account(s), other disciplinary action by the university and/or referral to legal and law enforcement agencies. Individuals using the university's computing resources or facilities have the following responsibilities:

- Use university computing resources and facilities (mainframe computers, computer work stations, computer networks, hardware, software and computer accounts) responsibly respecting the rights of other computer users and complying with laws, license agreements and contracts.

- Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations and other disproportionate use of computing facilities prevent others from using these resources.

- Use of university computing accounts should be limited to the intended purpose. Use of university-owned computers (offices and computer labs) shall be limited to university-related business or incidental personal use. As defined in The Texas A&M University System Ethics Policy, employees may use computing resources for personal reasons as long as that use does not result in additional costs or damage to the university and generally does not hinder the day-to-day operation of university offices and facilities. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.

- Protect your password and use of your account. Do not let others use your account or password. Confidential information contained on various computers should not be shared with others

except when that person is authorized to know such information.

- Report improper use of computing resources and facilities. Improper use of computing resources and facilities as defined in **Texas A&M Computer Security Rules (https://rulesadmin.tamu.edu/rules/download/29.01.03.M0.02)** may include:
  - Breach of Security
    - unauthorized access to computing resources
    - release of password or other confidential information on computer security
  - Harmful Access
    - creating a computer malfunction or interruption of operation
    - alteration, damage, or destruction of data injection of a computer virus
  - Invasion of Privacy
    - reading files without authorization

- Comply with requests about computing from the system operator.

- Report any incidents of harassment using university computing resources and facilities. It may be harassment if (1) the behavior is unwelcome; and (2) the behavior interferes with your ability, or the ability of others to work or study; and (3) the behavior creates an intimidating, hostile or offensive environment.

- Communications that are threatening, discriminatory, or disruptive may result in disciplinary action because they are not speech protected by the First Amendment.

Texas A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual.

To fulfill its multiple missions as an institution of higher learning, Texas A&M University encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The university also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status. **University Statement on Harassment and Discrimination (https://student-rules.tamu.edu/statement)**, *University Student Rules*)