

# Alfaisal University

Policy Name: IT Code of conduct Policy

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Policy Owner	IT Services

## Summary:

Code of conduct is a set of rules outlined to protect and safeguard the interests of the university. Is an agreed set of principles, proper practices, values, standards, or rules of behaviour that guide the decisions, procedures and systems the university in a way that

- (a) Contributes to the welfare of its key stakeholders.
- (b) Respects the rights of all constituents affected by its operations.
- (C) Network security, data integrity and availability of resources.

Signature: .....

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## 1. Definition

Code of conduct is a set of rules outlined to protect and safeguard the interests of the university. Is an agreed set of principles, proper practices, values, standards, or rules of behavior that guide the decisions, procedures and systems the university in a way that

- (a) Contributes to the welfare of its key stakeholders.
- (b) Respects the rights of all constituents affected by its operations.
- (C) Network security, data integrity and availability of resources.

## 2. Purpose

This policy defines the limits for the “acceptable level of use” of the university’s computing services which is provided in support of teaching, learning, research and processing administrative functions in the spirit of the “mission” of Alfaisal. The unauthorized use of computing services for personal gain or other activities not in advancement of the mission of the University is prohibited.

Therefore, every user of the University IT resources is required to know the policies and to conduct their activities within the rules of the policy.

## 3. Policy Scope

The scope of this policy covers all campus users who have or are responsible for a computer account (or any form of access that supports or requires a password) on any system at Alfaisal Campus, has access to the Alfaisal network, or stores any non-public Alfaisal information.

This policy applies to all equipment owned by Alfaisal University and to any privately owned equipment connected to the campus network and includes, but is not limited to, computer equipment, telephone equipment, software, operating systems, storage media, the campus network and the Internet.

## 4. Policy

Securing and protecting these significant and costly resources from misuse or malicious activity is the responsibility of those who manage systems as well as those who use them. Effective security is a team effort involving the participation and support of every member of the University who accesses and uses Information Technology.

Personal use of the computers, e-mail and web access is permitted provided that it does not disrupt the business or other Users. Also when using Alfaisal computer for personal use, user must comply with Alfaisal information security and the regulations. The user is expected not to hamper Alfaisal operation of computing services, whether deliberate, direct or indirect, burden the University with noticeable incremental cost, violate other University regulations or laws; it is important that the user behave sensibly when using all Alfaisal IT facilities. No commercial work on Alfaisal computing facilities is permitted without prior authorization.

#### 4.1. General Code of Conduct Statements

- 4.1.1. When using Alfaisal IT facilities the user must comply with Alfaisal Security and Information Systems Privacy Policy.
- 4.1.2. User must not disclose to others her/his login name/password combination(s) or access or attempt to access IT facilities at Alfaisal or elsewhere for which permission has not been granted or facilitate such unauthorized access by others.
- 4.1.3. User must not use or produce materials or resources to facilitate unauthorized corruption, changes, malfunction or access to any IT facilities at Alfaisal or elsewhere. Attempted access to IT facilities includes scanning activities (e.g. port scanning).
- 4.1.4. User should not display, store, receive or transmit images or text which could be considered offensive e.g. material of pornographic, racist, threatening, defamatory or of a terrorist nature or likely to bring the University into disrepute.
- 4.1.5. Respect the copyright of all material and software made available by Alfaisal and third parties and not use, download, copy, store or supply copyright materials including software and retrieved data other than with the permission of the Copyright holder or under the terms of the license held by Alfaisal (Refer to Software Licensing Policy).
- 4.1.6. Proper care is expected of the equipment entrusted in your care. You will be responsible for any damage caused to the equipment.
- 4.1.7. Whilst Alfaisal takes appropriate security measures against unauthorized access to, alteration, disclosure, destruction or accidental loss of data, it cannot and does not give any warranties or undertakings to the user about security, confidentiality or integrity of data, personal or other. The same applies to other IT material submitted to or processed on facilities provided or managed by Alfaisal or otherwise deposited at or left on its premises.
- 4.1.8. These conditions apply to non-Alfaisal owned equipment e.g. personal Laptops, home PCs when connected to Alfaisal network, directly and/or via the VPN, for the duration that the equipment is using the Alfaisal network.
- 4.1.9. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations are grounds for sanctions.
- 4.1.10. Computer users must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data files without the consent of the individual or individuals involved.
- 4.1.11. University users of e-mail or other electronic communications shall not employ a false identity. Nor may e-mail be sent anonymously with the intent to deceive.
- 4.1.12. University computing services shall not be used for purposes that could cause or reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with other's use of computing services.

- 4.1.13. Accessing or promoting the access of OBSCENE Internet or World Wide Web Sites, including forwarding links to such sites, is strictly forbidden and grounds for strict disciplinary action (see below under Enforcement).
- 4.1.14. Before direct posting of any materials on the university portal, the end-user is solely responsible to ensure full compliance with the University's ethical code of conduct and adherence to relevant processes and guidelines.
- 4.1.15. Alfaisal computing services may not be used to harass any individual. Sending obscene, threatening or improper messages to another individual is grounds for strict disciplinary procedures.
- 4.1.16. Alfaisal computing systems and services should be used in a lawful and respectful manner following University codes of conduct and applicable laws of the Kingdom of Saudi Arabia (KSA).

#### **4.2. General Code of Conduct Guidelines**

- 4.2.1 Academic and Professional Ethics: Users must apply standards of normal academic and professional ethics and considerate conduct in the use of all Alfaisal computing systems and services or any other computer system accessed by virtue of their affiliation with Alfaisal. Users agree to and are bound by these and all other applicable rules and regulations, including the student code of conduct and laws of KSA.
- 4.2.2 Identification and Authorization: Users of Alfaisal computing services must be identified either through the physical location of an office computer or through an authorized Alfaisal computer account in case of multiple user systems. Students may not access or use another person's computer account or allow another person to use his/her account. Users should logout of shared systems and take reasonable precautions to secure access to office or lab computers. Alfaisal computing systems and services may not be used as a means of unauthorized access to computing accounts or systems inside or outside of the university's systems.
- 4.2.3 Personal computing devices should be patched with the latest security updates and Antivirus signatures to ensure they do not jeopardize the security of the Alfaisal network.

### **5. Exemptions**

Exception to or exemptions from any provision of this policy must be approved by the VP for Finance & Administration or the President. Similarly, any questions about the contents of this policy, or the applicability of this policy to a particular situation should be referred to the IT Director.

### **6. Enforcement**

Failure to comply with this policy may result in loss of computing privileges and subject to disciplinary action as per the university code of conduct.

## 7. Definitions

<b>Alfaisal User</b>	Any computer user with user identification name that have access to Alfaisal's computer facilities in or off campus. This covers Faculties, Staff, Students, Visitors, Guests, Contractors, Vendors, or any Third parties.
<b>Software Piracy</b>	practices which involve the unauthorized copying of computer software
<b>System Owner</b>	The system owner is the person with the authority to designate or use special access account privileges.
<b>University Network</b>	The network of the University comprising the physical components such as cable, switches, telecommunications equipment, wireless access points, routers, Virtual Private Network (VPN) as well as the Internet connection. Alfaisal network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.