



Computer Usage Policy

Information Technology provides services and resources to the faculty, staff and students of UH-Victoria. All users have the responsibility to use the campus' computing systems and available network resources in an effective, efficient, ethical, and lawful manner. The ethical and legal standards that are to be maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource. The campus computing facilities are a public resource and should not be used by unauthorized personnel or for personal or corporate profit.

The following conditions apply to all users of the computing facilities. Violations of any of these conditions are certainly unethical and may be violations of school policy or criminal offenses.

As a condition of use of any of the computing facilities, including local and wide area network resources, the user agrees to respect:

- the privacy of other users' files, accounts, and passwords,
- the legal protection (copyright) of software and data; for example, users shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users,
- the intended usage for which access was granted,
- the integrity of computing systems,
- the financial structure (or charges) of a computing system,
- the shared nature of the computing resources, and
- the rights of other users.

Users should report to the facility manager, or to the individual in charge of their computing resource, information they may have concerning instances in which the above conditions have been or are being violated.

When possible violations of these conditions of use are reported or discovered, facility managers reserve the right to begin an investigation of possible abuse. In this connection, the facility managers, with due regard for the rights of privacy and other rights of users, have the authority to examine passwords, files, accounting information, printouts, or other material that may aid the investigation. Users, when requested, are expected to cooperate in such investigations. Failure to do so may be grounds for cancellation of access privileges. While an investigation is in progress, in order to prevent further possible unauthorized activity, the facility manager may suspend the authorization of computing services to the individual or account in question.

When possible unauthorized use of computing resources is encountered, the facility manager shall notify the user. The user is expected to take remedial action or to indicate that such use should be permitted. Should unauthorized use continue after notification of the user or should differences of opinion persist, these shall be brought to the attention of the Information Technology Director for recommendations on further action. Upon the recommendation of the Information Technology Director, facility managers may impose limitations on continued use of computing resources. Confirmation of unauthorized use of the computing facilities may also result in disciplinary review, as outlined in the Academic Sanctions and Appeals Policy, which could lead to expulsion from the institution, termination of employment, and/or legal action.



UNIVERSITY OF HOUSTON - VICTORIA

Faculty/Staff Account Application

Complete this form to obtain a login account and mailbox

Name: _____
First Name Middle Initial Last Name

Job Title or Position: _____

School or Department: _____

Employee ID: _____

Campus Phone Number: _____

Primary Campus: _____ Victoria _____ Sugar Land _____ Cinco Ranch

Please check the type of account you are requesting:

UHV Academic Account (Faculty)
_____ Full-time faculty _____ Adjunct faculty

UHV Administrative Account (Staff/Administrators)
_____ Exempt staff _____ Non-exempt staff _____ Part-time staff _____ Student/Temp staff

Please indicate below any special instructions or needs for the account requested above:

I agree to use this account in accordance with the UH-Victoria Computer Usage Policy.

Applicant's Signature: _____ Date: _____

Department Head or
Dean's Signature: _____ Date: _____

For Information Technology Use Only

Date Received: _____ Date Completed: _____

Account Userid: _____ Created By: _____

UHV Account _____ Personal Share _____ E-mail Distr. Lists _____