

AIU NETWORK USE AGREEMENT

1. General

- 1.1. IT Policy, Procedure and Best Practice (PPPB) is here summarized and will inform any variations of interpretation of this document.
- 1.2. I understand that the space given to me on the system to store my files is for the purpose of studies and contract with the Institution. I need to make diligent effort to conserve these shared resources by frequently deleting or otherwise preserving. I will not store personal music, or video and picture material nor copy or backup non-AIU material.
- 1.3. When I am no longer associated with the AIU my account and information may be removed from AIU computing and networking facilities without notice. Should I wish to retain any of this, I must make arrangements in advance for its preservation and take possession of it prior to leaving AIU.

2. Network

- 2.1. I understand that use of any AIU system for any commercial solicitation is prohibited (except for AIU sanctioned activities or events).
- 2.2. I understand that the Information Technologies Department reserves the exclusive right to prioritize use and access to the AIU systems.
- 2.3. I understand that I am responsible for the appropriateness and content of material I transmit, store or publish on the system. And that certain categories of material will always be considered inappropriate and therefore prohibited, including hate mail, harassment, chain letters, discriminatory remarks, pornographic, pedophilic or antisocial behaviors.
- 2.4. I will not use personal electronic or network devices to access the network serviced without specific permission from the IT Department for each and every device or incident.

3. Security

- 3.1. I understand that network accounts are to be used only by me, the owner of the account. I shall not share my account password with any other person. And, I will not store a record of my password in any location that might be accessible by another person, or on a network or computer.
- 3.2. I understand I am the only one responsible for any and all activity under my account.
- 3.3. I will not seek information on, obtain copies or modify files, other data, or passwords belonging to other network users or systems. I will not misrepresent other users or systems on the network, or attempt to gain unauthorized access to the system.
- 3.4. I will change passwords regularly and within the subscribed periods and guidelines.
- 3.5. I understand that AIU is in no way responsible for any damage or inconvenience that might result to me and others from my Internet use.

4. Copyrights

- 4.1. I understand that any unauthorized installation, use, storage or distribution of copyrighted software or other materials on or from AIU computers is strictly prohibited by legal lease.
- 4.2. I understand that the Department is responsible for all software on the AIU network and all AIU computers. I will therefore neither copy nor install software without the specific permission of the Department.