University of Massachusetts
Computer Awareness and Data Security Compliance
Statement

Computer and System Usage
I understand that the unauthorized use or misuse of University computer facilities,
computer applications, computer systems, and/or electronic communications systems
(including e-mail) constitutes an infraction of the University's data and computing
policies/guidelines.
I will not share or release any logon, operator id or password used to access University
data, computer systems, or electronic communications systems. I will keep my
password(s) confidential, will change my password as required by the computer system
and will select a password that is difficult to guess. I will not store access passwords in
batch files, in automatic login scripts, in terminal function keys, in computers without
access control or in other locations where another person might discover them.
I will not intentionally write, produce, generate, copy, propagate or attempt to introduce a
computer virus, worm, Trojan horse, etc. into any University computer system or any
computers linked to the University computer system.
I further acknowledge that I will not use University data or computing systems (e.g.,
software, hardware, network components, etc.) in any illegal, unethical or unauthorized
commercial activities.

Data Confidentiality
I recognize my individual responsibility for safeguarding the integrity, accuracy and
confidentiality of data that I access as dictated by state and federal law, and University
policies and procedures.
I will not improperly release any information obtained as a result of my authorized
access.
I will properly create, access, use and dispose of University data based on the data’s
classification.

Software Usage
I will not knowingly violate the terms of University license agreements for software. I
recognize that the University licenses the use of commercial software and does not own
this software or its related documentation or instructional material, and except to the
extent authorized by the software developer, does not have the right to copy computer
software. I will use documentation only as allowed by the vendor and federal Copyright
law.
I will not use personally owned software in University computers unless I have a proper
license for the software the licensed authorizes such use. I will only use such personally
owned software in University computers after I have first obtained clearance from
appropriate systems personnel as to its compatibility with University computers and
systems.
I will not illegally distribute copyrighted software within or outside the University
through any mechanism, electronic or otherwise. I will not use my e-mail access to
unlawfully solicit or exchange copies of copyrighted software.

Electronic Communications
I will use e-mail and any other electronic communications tool in a responsible manner
consistent with other business communications (e.g., phone, correspondence). I will
safeguard the integrity and confidentiality of University electronic mail; only use mail
IDs assigned to me and will remove mail from my mailbox consistent with University,
campus, departmental or electronic mail administrator message retention procedures.
I will not “rebroadcast”send to a third party information obtained from another
individual that the individual reasonably expects to be confidential, except as required by
my job responsibilities, University policies and procedures, and applicable law.
I will not post materials that violate existing laws or University policies/codes of conduct.
For example, materials that are of a fraudulent, defamatory, harassing, or threatening
nature. I will not unnecessarily or inappropriately use computer resources by sending chain e-mails, spamming, mail bombing, generating unnecessary excessive print, etc.

**Your Responsibilities**

I recognize my overall responsibility to exercise the degree of care required to maintain control of University computing systems and resources (e.g., data, software, hardware, network components, etc.) and agree to abide by established University policies/guidelines and Campus procedures. I acknowledge that failure to comply with University data and computing related policies/guidelines/procedures might result in: the loss or restriction of my computer access; reprimand; suspension; dismissal, or other disciplinary or legal action.

Print Name:______________________________ Signature:______________________________ Date:_____________

(1) As directed by Board of Trustees’ Policy Statements on Electronic Data Security, Electronic Mail and Computer Policy Development (Doc. T97-010, adopted February 5, 1997), and Policy Statement on Record Management, Retention and Disposition (Doc. T99-061 adopted August 4, 1999). Full text of these Policies and related Guidelines and all University Data and Computing Guidelines can be found at: https://www.umassp.edu/bot/policies?field_bot_policy_subject_tid=221&title=