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University of British Columbia
Department of Mathematics
Information Technology (MathNet)
Acceptable Use Policy

August 11, 2008

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1   Preamble

This document outlines the University of British Columbia ("UBC") Department of Mathematic's ("The Department") policy regarding the use of our information technology facilities, equipment and services (hereafter referred to as IT resources). This policy applies to all users of our IT resources.

These policies are in addition to the policies set out by UBC and, in particular, 'Policy #104: Responsible Use of Information Technology Facilities and Services' posted at

`http://www.universitycounsel.ubc.ca/policies/policy104.pdf`

Where there are conflicts in policies, UBC's policies take precedence. Users also agree to any amendments made to either of these policies.

It is the intention of this policy to allow users to engage in activities consistent with academic freedom while limiting those activities that impinge on other users' ability to do the same, as well as prohibiting activities that contravene applicable laws and UBC policies.

2   MathNet Acceptable Usage Policy

The Department's IT Resources are for the exclusive use of MathNet users

The Department expends resources (financial, human, and otherwise) to maintain the IT infrastructure to provide the necessary services for Department members to perform their functions. These resources are not to be used by, or on behalf of, or for the sole benefit of, parties who are not members of this Department.

Examples of a policy breach could be

- Allowing a non-MathNet member usage of a MathNet account without direct supervision.

- Printing material for a non-MathNet user.

- Hosting web material for another organization or person.

- Allowing non-MathNet member the use of workstations, scanners, printers, network connection, or other peripherals or devices without prior approval.

Official visitors (such as Post-Doctoral Fellows) can apply for a MathNet account and become a MathNet user in good standing. Guests and non-official visitors of MathNet members can also apply to become recognized users, and each application will be considered on a case by case basis.

It is important to note that users are responsible for the use (or misuse) of their accounts. Therefore, it is paramount that users not allow unauthorized parties use of their privileges (see Security section below).

Exception to this policy are those services that are have been expressly and specifically installed to be used by the public.

Efficient use of Department resources

The Department encourages efficient use of its resources by either abstaining from wasteful practices or by using alternate methods that consume less resources. The Department also encourages a fair distribution of resources among its users.

- Printers and printing media

  The Department provides printers that can be used by any MathNet user, as well as supplying materials such as paper and toner. To minimize the costs and maintenance of providing this service, all users must

  - Not use printers as a photocopier (i.e. making numerous copies of the same printout). That's what photocopiers are for.
  - Refrain from making hard copies if possible – read online versions of document.
  - Promptly pick up their printouts.
  - Stop their runaway print jobs and notify administrative staff immediately.
  - Refrain from sending large output to the printer all at once. Break up large printouts into smaller batches to allow other users to sneak in print jobs and to minimize runaway use of paper and toner.

- Networks

  - Curb the use of peer-to-peer applications (such as KaZaa, Morpheus, etc) as they congest network traffic. Sharing of copyrighted software and data also contravenes UBC's policies as well as Canadian and International copyright laws.
  - Restrict large downloads to off-peak hours.

- Disk space and storage

  - Most users have disk storage quotas placed on their home directories. Do not skirt around them by storing in public or temporary directories. Ask for a larger quota instead.
  - If a large software installation is required, ask the IT staff as they may be able to install it in a better place rather than the home directory. Placing it in a central location will also allow others users to run the software.

- Processors and memory

  For long running jobs that require a lot of computer resources (memory, processing time or disk), consideration must be given to other users who have to share the same resources. Resource-intensive processes ought to be

  - prioritized to give interactive users priority.
  - run at off-peak hours.

– not run for an extensive amount of time (e.g. over a week) without prior notice.

Processes found to be in contravention may be terminated at the administrator's discretion.

- Terminals

  The number of terminals in a laboratory is limited, so users should not to tie them up by using more than one terminal at a time, or by locking their session for an extended amount of time.

  If a user has to leave their terminal session unsupervised, please lock the screen and keyboard to prevent unauthorized access to their files, mail, etc.

- Devices and peripherals (scanners, etc).

  Scanners and other peripherals are available in the public laboratories. Please give precedence to the controlling workstation to those wanting to use these devices and limit use to a reasonable amount of time.

Security and Physical Integrity of IT Resources

The Department tries its utmost to safeguard physical property and computer resources from harm or from unauthorized access and provide a safe and secure working environment for its users. To this end, MathNet users are required to take reasonable steps to safeguard their IT resources by

- Using secure password which are not easily guessable. Passwords should not be divulged to any other party. Furthermore, authentication information should be safeguarded and not be put in a position where it can easily be revealed.

- Securing computer laboratories and facilities.

- Not leaving terminals unattended and unlocked.

- Not allowing non-MathNet members free use of IT resources.

- Not installing network services without prior approval.

- Keeping hosts under their administrative control up to date on patches, anti-virus definitions and security fixes.

The Department tries to keep its IT equipment and facilities in good working order. MathNet users must refrain from activities which may cause damage to, or interfere with, the proper function of an IT resource by not

- Eating or drinking near computer equipment.

- Engaging in horse play.

- Performing unauthorized repairs.

- Removing equipment.

- Interfering with the normal operation of network, power or other cabling.

When using equipment in public spaces, please dress appropriately, including shirt and shoes, and exercise restraint when using grooming products (i.e. perfume, cologne, etc.) in recognition that other users are sensitive to these issues.

All problems should be reported to IT staff or appropriate personnel.

Respect policies of other sites

The Department facilities may be used to connect to other IT facilities or sites that have their own set of policies and guidelines for proper usage. MathNet users should respect and submit to their policies when using their facilities.

Under no circumstances should you try to gain unauthorized access, use accounts for which you are not authorized to use, or perform any act which will result in a denial of service of another site.

3   Administrative Privileges

This policy shall not be construed as preventing or restricting duly authorized system administrators or other technical personnel from carrying out their duties. Complaints under this policy may be directed to the Head of the Department.

4   Consequences of breaches of this policy and misuse

Users who breaches the above conditions of use may, depending on the severity of the infraction,

- Receive a warning.
- Temporarily lose IT privileges.
- Permanently lose IT privileges.
- Have disciplinary actions levied against them by this Department or by the University.
- Be expelled from the University or terminated from employment.
- Prosecuted and/or have fines levied under the applicable legal jurisdiction.