

PRINT: Last Name                      First Name                      Init.                      Class Yr. / DCP / DSP  
Admin. / Faculty / Staff

Cohort	Location
DCP / DSP / Students Only	

## Albright College Information Technology Services Ethical and Legal Practices Agreement

As a condition of my authorized receipt of anonymous access to, or an interactive account on, an information technology system or resource at Albright College, I have read, and do agree to the following conditions:

1. I understand that any access granted to me, or any user account opened by me authorizes:
  - **Students and recent alumni** to further their academic studies, or perform job searches and related correspondence,
  - **Employees and volunteers** to fulfill their respective responsibilities, or for academic research and related correspondence,
  - **Other alumni** to use Albright resources for personal, non-commercial enrichment,
  - **Authorized vendors** to access resources that enhance the commercial services they provide to the campus.
2. I understand that using College IT resources for unauthorized commercial activity, downloading or trading copyrighted material of any kind, or for any other activity not explicitly defined above is strictly prohibited.
3. I understand that any user account opened by or provided to me is for my use only, and I agree not to make access available to any other person. I will make every reasonable attempt to protect the privacy of the account and to keep all passwords secret.
4. I will make no intentional effort to access, nor will I access, any user account, file, data, system resource, or copyrighted media for which I do not have written authorization for use. I will make no intentional effort to access, nor will I access any file, data, or program that is not made available to me through the normal procedures of the IT Services department.
5. I will not intentionally create, stream, download, store, access, or view, nor cause to be created, streamed, downloaded, stored, accessed, or viewed, any file, data, program, or other material that is not immediately relevant to the activities for which I am authorized in Condition 1 of this document. This prohibition includes, but is not limited to, games, obscene or objectionable material, downloading or trading copyrighted material, and any unauthorized commercial material.
6. I will not intentionally use any system, or any system resources, to disrupt the work of another user. This prohibition includes, but is not limited to, the deletion or modification of any file, data, notes, or printouts that belong to another person; the removal, alteration, or modification of any equipment or hardware that is a part of any system for delivery of IT resources.
7. I will not intentionally copy or modify, nor attempt to copy or modify, any software made available to me by Albright College.
8. I will not intentionally alter, modify, or delete any files stored on computers made available to me in the College computer labs.
9. I have read and understand this *Ethical and Legal Practices Agreement* and I agree to honor it. I understand that any violations of this policy are considered violations of the *Policy on Academic Dishonesty* as stated in the College catalog. I understand that I am accountable for violations of this policy under all applicable guidelines set forth in the Albright College Student, Faculty, or Employee Handbook, as the case may be. I understand that violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. I understand that any violations may result in the cancellation of any further user privileges, and that I may be the subject of civil suits to recover the cost of any damages I may cause and that I may be subject to criminal prosecution if any such activities are believed to be illegal.
10. I agree to honor any additional policies on electronic communications or information technology that may be established by Albright College.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_