

OLD DOMINION UNIVERSITY
University Policies and Procedures

3501 - ACCESS TO COMPUTER RESOURCES

Statement: Old Dominion University's computing resources consist of all computers, networks, and communication infrastructure owned or operated by the University. This includes:

- All computers of any type and all other computer-related hardware
- All software of any type used in connection with these computers
- All communication equipment and facilities as well as the network infrastructure within and between University buildings
- All data maintained in any data base or files of any type resident on any media accessed through use of the above noted computers; additionally, all information transferred over the network or other data communication means.
- All documentation related to the computers, software, or data noted above.
- All other facilities of any type used to maintain the computers, software, or data noted above.

Access Philosophy:

Access to Old Dominion University computing resources will be given through the establishment of a unique account abiding by the University account request procedures. Exceptions to this policy include standalone personal computers, library public computers or related resources, and those student labs where individual student accounts are not utilized.

The level of authorized access granted to an individual with an account is based on the specific needs of the individual. The determination of this need is incorporated into procedures which must be followed to obtain an account; procedures will vary according to the system and level of access desired.

Access to central computing resources is managed by the Office of Computing and Communication Services, while access to some distributed systems is generally managed by the department owning and managing the resource. Accounts with access to the central computing resources require a unique password that which must be changed periodically (exceptions noted above).

All students, faculty, and staff are bound (respectively) by the [Code of Student Conduct](#), the [Employee Standards of Conduct](#), and the [Faculty Handbook](#) in their usage of computer resources.

Additionally, regardless of the platform, access to a system will be granted only upon the applicant's agreement with certain policies and procedures as outlined by the system's administrators and management. The actual format of this agreement, as well as its contents, will be decided upon by

management. The usage of an account, however, will be conditional upon the applicant's acceptance of these policies and procedures. Account holders are expected to become familiar with and abide by these guidelines and policies for appropriate usage of the systems and networks they access.

Those utilizing university standalone personal computers and computers in the student labs are also expected to follow these policies and guidelines, and are subject to the same regulations when procedures are violated.

Authorized Persons:

The following persons may use the computing resources of Old Dominion University for which they have established a need, and provided they have received the necessary authorization:

- All members of the University's administration, faculty, staff
- Registered Old Dominion University students
- Other individuals sponsored by the university or one of its departments
- A contracted vendor supporting one of the University systems

The Office of Computing and Communication Services Account Manager shall be responsible for giving access to the central computing resources and managing their use according to the established procedures.

Responsibility: Vice President for Administration and Finance

Authorization: James V. Koch, President

Date: December 1, 1988; Revised July 1, 2000

Effective Date: July 1, 2000