Psychology Department
Acceptable Computer Usage Policies

Purpose:

The Psychology department provides various computer systems in support of clinical, academic, and research activities. All users are responsible for using these systems in an effective, ethical, and lawful manner and in accordance with the University of Arizona Information Technology Policies. You may find the policies here: http://policy.arizona.edu/information-technology.

All users must read, understand, and comply with the policies established within this document.

By using any of the Psychology Department computers, users agree that they will comply with these policies.

General Policies:

- Take no actions which violate the University Student Code of Conduct, Classified Staff Personnel Policy Manual, or University Handbook for Appointed Personnel.

- University resources (computers, email, etc) are not to be used when engaging in Political Activity. Full policy can be found here: https://policy.arizona.edu/ethics-and-conduct/political-activity-and-lobbying-policy-interim

- Access codes, passwords and usernames are personal. You must protect this information and should not share it with anyone including IT staff.

- You are responsible for any and all activity that is conducted under your username.

- Only access information that is your own, or that you have authorized access to use.

- Undergraduate students and DCCs should not install any device or software on any system.

- Faculty, staff, and graduate students may only install software and devices where explicitly authorized by MBBIT.

- Be considerate in your use of shared resources. Refrain from monopolizing systems.

- Do not attempt to subvert or circumvent system or network security.

- Abide by security measures implemented to protect information, data, and systems.

- Do not engage in any activity that purposefully harms system information.

- Do not use systems for commercial business purposes or personal financial gain in any way not authorized by the University.

- Users are obligated to report possible security lapses on any computer to MBBIT

- All users should lock their desktop or log out when leaving their computers.

- All users must comply with the HIPAA information security guidelines. See HIPAA Essentials Training in Edge Learning or https://privacy.arizona.edu/home/hipaa-privacy-program/hipaa-policy-procedure-guidance for details.

Passwords:

- Cannot resemble a dictionary word.

- Must have a minimum of 12 characters.

- Do not base it on your name or other information which someone could guess about you.

- Change your passwords periodically. If you have been compromised, change your passwords IMMEDIATELY.

- Do not enable the "remember password" function on websites.

Department of Psychology
Request for MBB Account

User Full Name: _____

Date of Expected Separation from UA (if known) (month/year): _____

    Graduate Student   Undergrad Student   Staff   Faculty   DCC

UA email: _____

    Completed HIPAA Essentials through Edge Learning

Requires access to computer(s) in which lab: (requires faculty signature)

Lab: _____   Faculty signature: _____

Lab: _____   Faculty signature: _____

Lab: _____   Faculty signature: _____

Lab: _____   Faculty signature: _____

If stated lab requires additional information and details for access level please contact mbbit@email.arizona.edu with reference to this request.

Requester: By signing this form, I affirm that I have read, understood, and agree to abide by the University of Arizona Information Security Awareness Training and HIPAA guidelines.

_____
Signature   Date

Supervisor: By signing this form, I affirm that the user has a required need to use accounts on the above mentioned systems. I authorize the creation of an account for the user.

_____
Signature   Date