Computing Regulations

Statement on Ethics on Computer Use

WHEREAS computer systems now form an integral part of instruction, research and administration at The University of Hong Kong, and

WHEREAS their use entails financial, legal and ethical considerations, and

WHEREAS there is minimal regulation over their use, and

WHEREAS computer use is a privilege not a right, and

WHEREAS the University is committed to the expansion of responsible computer use,

The University adopts and requires strict compliance with the following Statement of Ethics on Computer Use.

Application

1. This Statement of Ethics applies to all use of the computer system at The University of Hong Kong. The computer system means all computers owned, operated by or located on campus at the University, whether stand alone or networked and including all hardware, software and data.

Computer Use Must be Authorized

2. Use of the computer system at the University is primarily for instructional, research or administrative purposes.

3. Authorized use means use pursuant to an individual logon identification, source of funds, password or user code and, in the case of stand alone computers, appropriate permission.

4. Where the computer system is utilized for outside consultation and direct practice, as distinct from general educational work within the meaning of the Term of Service of the University, it shall be reported and an appropriate payment made.
5. Computer users shall not exceed their legitimate level of access or authority.

6. All computer use is, where applicable, also subject to the regulations governing the use of central computer services.

The Integrity of the Computer System Must be Observed

7. The use of the computer system at the University implies respect for and adherence to ethical standards designed to protect the integrity of the computer system. Therefore computer users agree not to engage or attempt to engage, in the following conduct; whether or not it entails the performance of any function by a computer:

   (a) unauthorized access or use of the computer system regardless of any authorized subsidiary purpose;

   (b) deception, false use or impersonation of any other user's individual logon identification, source of funds, password or user code;

   (c) unauthorized modification of the computer system including deletion, alteration or destruction of computer data or programs or the introduction of computer viruses or other harmful input;

   (d) unauthorized modification of the contents of the computer system including any memory or other storage medium with a view to impairing the reliability of, or accessibility to, data stored or otherwise held in any computer.

Computer Use Must be Responsible

8. Use of the computer system must not intrude upon the legitimate or convenient use of the system by others. Trivial applications such as excessive game playing, message sending, storage use, or outputting, constitute non-responsible use.

9. Responsible use entails accountability. All computer users are accountable for charges incurred on their respective accounts or sources of funds.
10. Computer users should follow security features of the system. Where a reasonable suspicion exists that either a breach of security has occurred, or is likely to occur, then the onus is upon the computer user to take appropriate measures including the notification of the breach to the Director of the Computer Centre.

Confidentiality and Privacy of Other Computer Users Must be Respected

11. The use of the computer system must be in a manner that preserves the confidentiality and privacy of others. Therefore, the reading or intercepting of, or the electronic eavesdropping on, any communication or data held on the computer system which is intended for another user, is a breach of these principles.

12. Where any breach occurs unintentionally, for example through miskeying or during the course of an authorized use, the use shall be discontinued at once.

13. Any subsequent disclosure of information obtained as a result of a breach of these principles, other than to the Director of the Computer Centre, shall constitute a breach of this Statement of Ethics.

The Law Must be Followed and Proprietary Ownership Observed

14. This Statement of Ethics is in addition to the law on patents, trademarks, copyright, unfair competition, trade secrets and contract, as well as in addition to any prior restrictions in relation to copying, resale, non-educational use or otherwise.

15. The University assumes no responsibility for any infringing, or non-permitted, use.

16. Non-compliance with this Statement of Ethics shall constitute computer abuse. The Director of the Computer Centre shall take such action as he thinks appropriate, and shall report repeated and serious offences to the Computer Committee, which may recommend appropriate action by the University.
Regulations Governing the Use of Central Computer Services

1. Central computer services in the Computer Centre are provided to all members of the University on the strict understanding that they are to be used solely for the purpose of the University.

2. Use of the services provided by the Centre shall be subject to such terms and conditions as the Computer Committee and the Director of the Computer Centre may specify from time to time.

3. Access to the central computer facilities and PC laboratories shall be conditional upon the allocation of a user code, application for which should be made to the Director of the Computer Centre on the prescribed forms.

4. Use of any other facilities provided by the Centre is subject to whatever regulations are in force at the time.

5. The Director of the Computer Centre may temporarily exclude from any or all of the services of the Centre any person who acts in any way which may interfere with the convenience of other users or with the work of the Centre.

6. In the case of a first offence, such exclusion shall be reported by the Director of the Computer Centre to the appropriate Dean and Head of Department, and the offender's user privileges shall not be reinstated without the written permission of the Dean and Department Head concerned.

7. Users shall be responsible for replacement at cost of loss or damage to any media or documentation on loan from the Centre.

8. Users shall be responsible for the care and use of the Centre's equipment and may be liable for the cost of repair of any damage of the equipment caused by negligence or failure to adhere to the proper operating procedures on their part.

9. Users shall take all reasonable steps to avoid wastage of the computer resources provided, and the Director of the Computer
Centre reserves the right to levy charges on wasteful use of resources.

10. Users shall not copy in any form the software provided, without the specific approval of the Director of the Computer Centre. Most of the software products are proprietary and are protected by copyright. Care should be taken to prevent overwriting or damaging of the software provided. Only those software products available from the Centre will be supported by the Centre. Users are warned also in these regulations that they are fully responsible for all licensing requirements for software products that they may have brought along themselves to use.

11. The Director of the Computer Centre shall report all cases of misuse or abuse of the central computer services to the Computer Committee.

12. Repeated and serious offenders against these regulations shall be brought before the Computer Committee which can recommend appropriate action by the University.
Conditions on Computer Usage

1. Computer facilities are allocated to a user on the strict understanding that the results obtained are to be used solely for the purposes of the University. Consulting work, as defined by the Terms of Service of the University, is not to be undertaken under the general account allocated even in those cases where the results may also be of value to teaching and/or research purposes. Users who wish to use the facilities of the Computer Centre for outside practice or other outside work should contact the Director of Computer Centre who will be glad to provide a charging rate and another account for such purposes.

2. The Computer Centre will take necessary precautions to ensure the privacy of users' data and programs on the systems. However, operational requirements may necessitate access to users' data files by Computer Centre staff. Any information thus obtained will be treated strictly confidential.

3. The Computer Centre reserves the right to ask a user to re-write parts of a program if, in the opinion of the Centre, the efficiency and effectiveness of computer usage can be improved by so doing. Computer Centre staff will provide adequate assistance to the user to carry out the suggested modifications.
Harnet Acceptable Use Policy

Goals and Purposes of HARNET

1. HARNET (Hong Kong Academic and Research Network) is managed and operated by the Joint Universities Computer Centre (JUCC) to provide quality, equitable, and cost-effective information and communication resources to JUCC Members and to promote the development, deployment, operation and technology transfer of advanced network infrastructure for innovation, research and educational excellence in Hong Kong. HARNET is for the use of persons legitimately affiliated with JUCC Member or Affiliate Organizations, and to facilitate the exchange of information consistent with the academic, educational, research, collaboration and other official purposes of the JUCC Members. All individuals affiliated with JUCC Member or Affiliate Organizations are responsible for seeing that computing and networking resources are used in an effective, ethical and lawful manner, and that the guidelines provided in this document are followed, both in letter and in spirit.

2. Use of HARNET shall conform to the following principles:

   (a) Be consistent with the goals and purposes of the Network

   (b) Avoid interfering with the work of other users of the Network

   (c) Avoid disrupting the network host systems (nodes)

   (d) Avoid disrupting network services

   (e) Avoid violating any applicable laws and regulations governing the access to systems, information and data on HARNET & Internet, and transmission of information and data through HARNET & Internet
Acceptable Use of the Network

Use of the network must be authorised

3. HARNET is, at the discretion of the institutions involved, open to use by staff and students enrolled at participating JUCC Members or Affiliate Organisations, by other persons legitimately affiliated with the JUCC Members; and at the discretion of JUCC, by approved non-profit-making organisations or individuals in accordance with the "Guideline for Access to Internet Through JUCC's HARNET".

Guidelines

4. The following guidelines may help HARNET users to apply the above-mentioned principles of acceptable use of the network in particular cases:

(a) HARNET is not to be used for commercial purposes, such as marketing, or business transactions between commercial organizations.

(b) Commercial advertising is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged. Vendors may respond publicly to questions about their products as long as the responses are not in the nature of advertising.

(c) A user is not allowed to transfer or resell the network resource, which has been allocated by a JUCC member institution or a HARNET participating affiliated organisation, in various possible forms, such as network bandwidth and connection time, access rights, computer budget, etc.

(d) Any waste of network resources is unacceptable, e.g. repetitive retrieval of copies of the same files by a user who does not keep a copy on his own system.

(e) Activities which will interfere the intended use, cause congestion or impair the healthy state of the network are unacceptable and prohibited. Experiments on the network which will lead to exhaustively flooding its available bandwidth should be avoided.
(f) Irresponsible use of electronic mail, e.g. chain letters, broadcasting messages, and the use of other network communications to harass or offend other users of the network are prohibited.

(g) Research and experimentation on network should be carried out with great caution. Negligence in the conduct which will lead to contrary of the aforementioned guidelines is irresponsible and unacceptable.

(h) Users of HARNET must not compromise the confidentiality and the privacy of other users of the network and the integrity of data and information mounted on or transmitted through the network. A breach of these principles is generally considered a legal offence. Unauthorised reading, altering, intercepting of, electronic eavesdropping on, any network communications over the network or data kept on systems on the network are examples of violation of these principles.

(i) Any communication which violates applicable laws and regulations, including but not limited to those related to copyright, data privacy and transmission of obscene and indecent materials, is not allowed.

5. JUCC Members and Affiliate Organisations are expected to take reasonable measures (given the constraints of technology and management) to ensure that usages are conformed to these guidelines. Acting on complaint is considered as a reasonable measure.

6. Final authority for HARNET Acceptable Use Policy lies with the JUCC Steering Committee. It is the responsibility of HARNET Member representatives to contact the JUCC Steering Committee, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable".