



COMPUTER USAGE POLICY

1. Use of the computer system is a privilege, not a right and this privilege will be revoked if misused.
2. You will not interfere with others' work on the system. Do not examine, copy, delete, or modify others' files, directories, or applications without permission.
3. Users will be responsible for the security of their username and password for systems they have access to. The passwords should never be given out or shared to ensure accountability of system integrity and access.
4. All Departmental and Medical School HIPAA policies will be adhered to and enforced.
5. The OCF computers should not be used for personal business.
6. The OCF will not install or support illegal or pirated copies of computer software in violation of applicable copyright laws.
7. The OCF will not allow the use of peer-to-peer software sharing programs, such as KAZAA, due to copyright laws and network bandwidth issues.
8. The OCF requires compliance with all Federal, State and Local laws regarding computer and Internet usage.
9. Computer policies set forth by Washington University and the School of Medicine will be observed. All University codes of conduct apply to usage of OCF systems and networks.
10. Be advised that e-mail is not a secure communication medium. Discretion should be used when transmitting information of a sensitive nature.