



جامعة الأمير محمد بن فهد

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

USE OF UNIVERSITY PROPERTY

University property must be used only in the performance of university business, and may not be loaned to individuals, organizations, or faculty and staff members for personal use.

Personal use of university property is prohibited.

E-mail, telephone, Internet: Incidental use of university e-mail, a telephone to make a local call, or the Internet is permissible, provided that the use complies with university policies and does not result in additional cost to the university.

Removal of property: University property should not be removed from university premises for purposes other than university business. When it is necessary to remove university property from university premises for official business reasons other than in connection with normal routine operations, the department head should secure and maintain a temporary receipt from the person having custody. The receipt should be returned to the person upon return of the equipment to the department.

Software: Employees who use software licensed to the university must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

Computer resources: An employee of the university shall be allowed to use computer resources in accordance with this and other applicable university policies. Incidental personal use of computer resources by employees is permitted. Such use will be subject to review and reasonable restrictions by the employee's supervisor; in compliance with adherence to applicable university policies and national law; and must not interfere with the employee's accomplishment of his or her job duties nor result in any additional costs to the university.

Students, including registered students as well as incoming students who have paid their fees, shall be allowed to use the university's computer resources for school-related and incidental personal purposes, subject to this policy and other applicable university policies; national and local law; and as long as personal use does not result in any additional costs to the university.

Personal gain: Transmitting to outsiders or otherwise using for personal gain university funded or supported property, work products, results, materials, property records, or information developed with university funding or other support is prohibited.

Using for personal gain or other unauthorized purposes, confidential or privileged information acquired in connection with the individual's university supported activities is prohibited.

Exceptions: Deviations from this policy require written approval of the appropriate vice rector.

NOTED AND AGREE

Name: _____
Signature: _____
Date: _____