

Statement on the Responsibilities of Computer Users

By receiving and activating your New School [NetID](#) and [password](#) you accept responsibility for your use of New School information technology (IT) resources. You are also responsible for familiarizing yourself with and abiding by all applicable university policies, including:

- The New School [Acceptable Use Policy](#), which sets out the university's rules to ensure that its information and information technology resources are used in an appropriate, ethical, and legal manner that supports the university's mission and institutional goals.
- The New School [Information Security Policy](#), which sets out the accountability of the university and its faculty, staff, and students to protect the security of university information and information technology systems in a manner that ensures the confidentiality, integrity, and availability of information resources and complies with applicable laws and regulations.
- The New School [Privacy and Data Protection Policy](#), which sets out the accountability and responsibilities of the university and its faculty, staff, and students to comply with the provisions of applicable privacy laws and regulations and recognizes that handling personal data appropriately and in compliance with data protection legislation is the right thing to do, enhances trust, and protects the university's relationship with its stakeholders.

All users of New School IT resources—faculty, staff, students, and visitors—are responsible for familiarizing themselves with these policies. To obtain copies of the above policy documents, visit ispo.newschool.edu.

Summary of the Acceptable Use Policy

The list below summarizes the principal rules from the [Acceptable Use Policy](#):

1. Users of New School IT resources must comply with all applicable legal and regulatory requirements and university policies.
2. Users may not use New School IT resources to gain (or attempt to gain) unauthorized access to anything.
3. Users are responsible for any activity originating from their accounts. Users may not share their accounts or passwords with others.
4. University employees may make incidental personal use of New School IT resources provided such use does not interfere with their job responsibilities or disrupt the work environment.
5. Users may not use New School IT resources for commercial purposes other than those officially sanctioned by the university.
6. Users may not use New School IT resources for political purposes in a manner that suggests the university itself is participating in campaign or political activity or fund raising, or influencing legislation.
7. Users may not engage in activities that could negatively affect the functionality, security, integrity, or legitimate use of New School IT resources.

8. New School faculty and staff may not automatically forward or redirect messages from an official New School email account to a non-university email address.
9. Under certain conditions and with appropriate executive approval, The New School may monitor the activity and accounts of individual users of university IT resources.

Additional rules apply to faculty and administrative staff users and users with privileged access to IT resources.

Note

The above list represents a summary of some of the policy's major rules; it is not a substitute for reading the full policy. You are expected and required to comply with the entire [Acceptable Use Policy](#), which may include rules applicable to you that are not listed above.

Compliance

Compliance with these policies is mandatory. Failure to comply, whether deliberate or due to careless disregard, will be treated as serious misconduct and may result in actions including (but not limited to) disciplinary action, dismissal, and civil and/or criminal proceedings.

Acknowledgement

I have read the *Statement on the Responsibilities of Computer Users* and I agree to abide by the New School *Acceptable Use Policy*, the New School *Information Security Policy*, and the New School *Privacy and Data Protection Policy*.

Signature: _____

Name: _____

Date: _____