

CORPOLICY

SAB's Policy on Acceptable Use of Computer and Online Resources

The Arab Open University (AOU) computer and online resources in the Saudi Arabia Branch (SAB) are meant to the support of the AOU's mission of education, research and public service. In the same time, SAB recognizes that there is a concern among the university community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks. Thus, the use of SAB computer and online resources is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among SAB community and between the AOU community and other communities at large, while recognizing the responsibilities and limitations associated with such use.

Applicability

This policy applies to all users of computer and online resources, whether affiliated with SAB or not, and whether accessing those resources on a SAB campus or remotely.

Terminology

SAB computer and online resources, referred to by **SABCOR** in this policy, is the hardware, software, data, access and other resources owned, operated, or contracted by SAB. This includes, but is not limited to, personal computers, laptops, mobile phones, handheld devices, workstations, servers, network facilities, databases, student information system, and learning management system as well as point-to-point emails, forums, chat, and other electronic messaging systems and the applications they support.

Policies for Use of SABCOR

Authorization: Users may not access a SABCOR without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent SABCOR protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the user's account. SABCOR may not be used to gain unauthorized access to another computer system within or outside of SAB. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by taking ordinary security precautions.

Purpose: Use of SABCOR is limited to activities relating to the performance by SAB employees of their duties and responsibilities. Use of SABCOR for private, commercial, or business purposes, private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited.

Compliance with Law: SABCOR may not be used for any purpose or in any manner that violates SAB rules, regulations or policies. Users who engage in electronic communications with persons in other countries or on other systems or networks may also be subject to the laws of those other countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular use.

Examples of applicable laws include the **New Information Technology Crime Law in Saudi Arabia**.

Intellectual Property: Users of SABCOR may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws.

Fake Identity: Users of SABCOR may not employ a false identity, mask the identity of an account or computer, or use computer resources to engage in abuse of others, such as phishing attacks, sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside SAB.

Regaining access: The AOU staff members are not allowed to reset access information to any SABCOR unless identity is verified through proper means such as identification card and prove of knowledge of personal profile.

Privacy: Users of SABCOR may not invade the privacy of others by, among other things, viewing, copying, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so. SAB employees must take precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.

Integrity: Users may not install, use or develop programs intended to infiltrate or damage a computer resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses, sniffers, and worms. Users should consult with the IT head before installing any programs that they are not sure are safe.

Disruptive Activities: SABCOR must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users. This provision explicitly prohibits virus hoaxes or other intentional e-mail transmissions that disrupt normal e-mail service, spamming, junk mail, or other unsolicited mail that is not related to SAB business.

Trademarks: AOU and SAB names, trademarks and logos belong to the university and are protected by law. Users of SABCOR may not state or imply that they speak on behalf of AOU or use the AOU name, trademark or logo without authorization to do so. Affiliation with AOU such as student maintained online forums does not, by itself, imply authorization to speak on behalf of SAB.

External Forums: Students are free to participate on external forum discussion at their discretion and own risks. The AOU is not responsible for the content nor gives authorization to any of these forums to speak on behalf of the AOU. The forums administrators will be held responsible for publishing plagiarized materials such as assignments solutions or stolen exams, whether it is from the AOU or any other educational institutes. The moderators and administrators of these forums will be subjected to the university bylaws related to student disciplinary actions in event of plagiarism through their forums. The AOU staff members are not allowed to participate in these forums; rather communication with the student communities must be done through the official forums in the official LMS of the university. External forum moderators and administrators must make this policy clear to the participants in their forums by putting this notice on the front page of the forum; otherwise the forum will be reported as an illegal site and consequently blocked.

Security: SAB employs various measures to protect the security of its computer resources and of users' accounts. However, SAB cannot guarantee such security. Users are responsible for engaging in safe computing practices such as guarding and not sharing their passwords, changing passwords regularly, shutting off systems at the end of use, and protecting private information, as well as for following SAB's Information Security policies and procedures.

Monitoring: SAB may specifically monitor or inspect the activity and accounts of individual users of SABCOR, including individual login sessions, e-mail and other communications, without notice, in such circumstances where proven violation to this policy stemming from that individual is noticed.

Prejudices: Violation of this policy may result in suspension or termination of an individual's right of access to SABCOR, disciplinary action by appropriate SAB committees, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties. Violations will normally be handled through the university disciplinary procedures as well as the new [Information Technology Crime Law in Saudi Arabia](#).

Disclaimer: SAB shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of SABCOR. This includes, but is not limited to, damages caused by unauthorized access to SABCOR, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the SAB's control.

Users receive and use information obtained through SABCOR at their own risk. SAB makes no warranties (expressed or implied) with respect to the use of SABCOR. SAB accepts no responsibility for the content of web pages or graphics that are linked from SAB web pages, for any advice or information received by a user through use of SABCOR, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information.

SAB reserves the right to change this policy and other related policies at any time. SAB reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.