

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

Policy

It is the policy of the College of Technology to provide outstanding education in information security and to teach students how to provide excellent service to their employers and clients in an honorable and lawful manner. In accordance with MAPP 10.03.06, following the guidelines set forth in this code of conduct and the application of sound judgment will ensure the success of our mission and the continuing prosperity of the University and its programs. Students will read this Code of Conduct and sign the attached Student Certification and Agreement.

Code of Conduct

This code of conduct sets forth basic standards to guide the behavior of students enrolled in classes and programs offered by the College of Technology at the University of Houston. It attempts to provide comprehensive guidance with regard to dealings under the law with the University, on behalf of the University, with fellow students and on the student's own behalf. Each student is expected to assume a sense of personal responsibility for assuring the compliance of his or her own behavior and those of their fellow students. The Code of Conduct represents a "zero tolerance" policy. Failure to behave in accordance with this policy will result in consequences, up to and including dismissal from the university and referral to appropriate law enforcement officials when indicated. No second chances are allowed. In recognition of the sensitive nature of the subject matter with which students are entrusted, this policy is stricter than the usual standards of academic integrity to which all students are subject.

Both degree-seeking and certificate students are trusted with access to the practices, procedures and technologies used to attack and protect valuable information assets and systems. This trust requires an uncompromising commitment to satisfying the highest moral and ethical standards. Adherence to all laws, rules and regulations applicable to the field and practice of information security is critical. Maintaining the university's unique position in the field of information security education, as well as one's personal professionalism, requires more than simple obedience to the law. Our faculty and staff, as well as those who employ our graduates, expect that professionals trained by UH will demonstrate sound ethics, honesty and fairness in their actions when providing security products and services.

UH understands that this code must be flexible enough to deal with hundreds of different daily activities in addition to future academic and business issues. Toward that end, it is expected of each student to use sound judgment in the performance of his/her studies. Sound judgment means, among other things, that the student should consider whether his/her conduct would be viewed with approval by family, friends, colleagues and the community at large were the activity to be disclosed. Students should read this code carefully, and then execute the attached form to certify that they have done so and to acknowledge a commitment to follow its terms.

Ethical behavior, compliance with laws and regulations, and due diligence

All students are responsible for behaving according to the highest standards of ethical conduct, for conducting themselves in conformance with all laws of the United States and other jurisdictions in which they may find themselves, and for exercising due diligence in the conduct

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

of the studies and projects that comprise their education. The highest ethical standards are essential to the success of UH's programs. In addition, having high ethics values in the program creates an environment of trust, consideration for colleagues, and a sense of responsible behavior that enhances UH's academic environment and the value of the educational programs for all participants, past, present and future.

Students should be aware that they may be held personally liable for any improper or illegal acts committed during the course of their education, and that "ignorance of the law" is not a defense. Students may be subject to civil penalties, such as fines, or regulatory sanctions, including suspension or expulsion. In general, there is not an academic or education exemption to the laws, regulations and policies associated with computer security. Potential penalties for illegal acts under federal sentencing guidelines are severe and may include imprisonment and substantial monetary fines. Existing federal and state laws, as well as the laws of foreign jurisdictions, may impose civil money penalties, permit the issuance of cease and desist orders, or have other consequences.

Students who are uncertain about the laws of a particular jurisdiction or whether certain acts or practices comply with the law should contact their professor or the College Information Security Officer. Students who become aware of any violations of the law or questionable practices by a fellow student should also immediately contact their professor or the College Information Security Officer. Disclosure of questionable or improper conduct to faculty members who can take appropriate action is critical to the college's success. All such communications will be investigated fully. Retribution against students who report ethics complaints or student misconduct will not be tolerated and is itself a violation of UH's ethical standards.

General responsibilities for all students

All students enrolled in College of Technology courses are expected to conduct their activities in a manner that satisfies the highest of ethical standards. Computer security is a specific area where ethical and legal behavior requires specific attention. The use of computers as tools as part of the student educational process represents a tremendous opportunity to advance professional skills. The responsibility for ethical and legal use of the tools and techniques rests with the individual student. This behavior is expected to continue after the classes are finished and for the remainder of a student's involvement with UH. Each student must:

- ✓ Conduct activities in accordance with high ethical and moral standards
- ✓ Conduct all activities in accordance with the UH academic integrity standard
- ✓ Be aware of, and abide by, the laws of the United States, the individual States, foreign countries and other jurisdictions in which the student may conduct studies, projects, research or other activities
- ✓ Adhere to the spirit of the law as well as its substance
- ✓ Always act with personal integrity based on principles of sound judgment

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

- ✓ Neither condone nor ignore any illegal or unethical acts for any reason
- ✓ When in doubt – Ask their instructor or the College Information Security Officer for guidance.

Faculty Responsibilities

Each faculty member is responsible for assuring that every student under his/her direction is familiar with this code of conduct and understands its importance to the college's success. Faculty members who are unsure of laws, regulations and policies will confer with the College Information Security Officer, before embarking on any action that may be at odds with said laws, regulations and policies. Failure on the part of students or faculty does not relieve others from their responsibilities with respect to this material.

COT's responsibilities

The College of Technology is responsible for insuring that all students enrolled in Information Security classes are aware of and understand this code of conduct. The college is responsible for creating an educational environment in which this Code of Conduct may be successfully implemented. The college will ensure that all students receive, as part of their program, education, training and awareness regarding ethical issues, policies, practices and procedures, and will insure the availability of support and guidance to any student who seeks them. The College Information Security Officer will serve as the focal point for all implementation aspects of this program.

Confidentiality of information

Successful relationships with our students and the firms that sponsor them are founded on trust in the university's commitment to maintain the confidentiality of information entrusted to the University through our students. Students enrolled in College of Technology classes may be exposed to or required to deal with sensitive information. Every student must exercise care in handling confidential information concerning the University and its programs, sponsoring firms, or other organizations with which he or she comes into contact in the course of academic activities. Handling sensitive information in a highly professional manner promotes our reputation for integrity, thereby enhancing relationships with the University, sponsors and other organizations. Every student is expected to be familiar with and to comply with the policies, practices, procedures and standards of care contained in this Code of Conduct as well as the Academic Integrity policies of the University.

As a general rule, students should exercise the utmost care with confidential information in order to avoid violations of legal or ethical constraints. When in doubt, students should assume that information is confidential and therefore subject to this high standard of care.

Students must particularly exercise caution when discussing sensitive information outside the classroom. For example, special care should be taken in elevators, when speaking on cellular telephones, with facsimile transmissions, while at social gatherings and in other public places to ensure that casual conversation or inadvertent displays of written material do not lead to the

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

disclosure of such information. Even within a university setting, students should be cautious in conversations to avoid any dissemination of nonpublic information to people who do not have a "need to know."

Trading on insider information

Students enrolled in College of Technology classes who are assigned to deal directly with outside firms and organizations in the course of projects will occasionally be exposed to proprietary or confidential information that could be used in developing or applying investment strategies. Students are cautioned not to engage in securities trading that might result in the appearance of impropriety. Students are strictly prohibited from trading stocks, bonds or other securities on the basis of material nonpublic information to which they are exposed in the course of their projects. Likewise, students, or members of the student's immediate family, may not directly or indirectly speculate in materials, equipment, supplies, or property to be purchased by the university or other firms or organizations based upon information gained in the performance of the student's studies and not available to the general public.

Copyrighted or licensed materials

It is both illegal and unethical to engage in practices that violate copyright laws or licensing arrangements. All students must respect the rights conferred by such laws and arrangements and refrain from making unauthorized copies of protected materials, including articles, documents and computer software.

Proprietary information

Students enrolled in College of Technology classes who have access to proprietary information owned by the University or organizations with which the student comes into contact in the course of studies or projects shall refrain from disclosing any such information, directly or indirectly, or using it for any purpose except as required in the course of their studies. Students will not be assigned to engagements or other tasks where they might be required to use or disclose trade secrets belonging to their employers. Should a student feel they are being placed into a situation where a conflict of interest might exist, it is their responsibility to inform their professor at the time of the determination. Students should not bring to class or group activities any information from their place of employment that might be considered proprietary or any proprietary items that may have been purchased or produced in the performance of the student's employment. For students graduating or otherwise leaving the program, the obligation to preserve the confidentiality of proprietary information acquired in the course of their studies does not end upon termination of their studies at UH. The obligation continues indefinitely until UH or the individual or organization that owns the proprietary information authorizes disclosure, or until the proprietary information legally enters a public domain.

One crucial form of proprietary information regarding safeguarding is the instructional material used in classes and laboratories. This material includes data sources and laboratory instructions as well as tools being used as part of a laboratory exercise. Data sources are sensitive, as once released to the student body, become less effective for future students. In many cases, extensive

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

preparation time is required to prepare these data sources and laboratory directions. The copying and dissemination of this material to future students lessens their learning environment and also costs the university in that it must re-develop different examples. Projects and supporting data sets are not to be transmitted to others, either inside or outside of the program. Material that needs to be saved for use during a class is allowed, but it is the student's responsibility to safeguard the material during the course and to destroy it at the conclusion of the class.

Dissemination of Exams and Class Materials

The dissemination of exam questions and/or answers, lab exercises, datasets, and/or answers, whether in whole or in part, to any party other than the instructor of the course is prohibited. This includes uploading of the materials to external web sites, such as rate my professor, etc. This includes transferring the information in any way to other students, past, present, or contemporary. Dissemination of this material will be considered a form of academic dishonesty and will be treated as such in accordance with university policies and procedures.

Relationships with the Media

No student enrolled in College of Technology classes is authorized to represent the University of Houston, or the College of Technology in making any statement or to give any information about The University, the College or its programs to the media without prior written permission of their Department Chair or higher official. This policy is not intended to restrict communications or free speech but to ensure adequate and appropriate coordination of releases of information about the program by a student who, by virtue of his or her position, may be deemed to be speaking on behalf of the program. All media relations will be handled through either the University or College Media Relations personnel.

Transfer of technology to foreign nationals

Disclosure of regulated technology, as defined in the International Traffic in Arms Regulation (ITAR), to foreign nationals may be considered an export disclosure under the ITAR and subject to U. S. Government licensing. It is the responsibility of UH students and faculty working with foreign nationals to follow procedures necessary to ensure that there is no transfer of technical information, data, or technology beyond that which is authorized by the ITAR or for which a license has been duly issued by the appropriate department of the U. S. Government. Sensitive technology can include cryptographic means, global positioning technology and high-performance processors found in computers. There are many "common" computer programs that have associated export restrictions. Compliance with these regulations and directives is the responsibility of students and faculty with respect to the material that they possess.

Use of computer systems and networks

UH supplies its students with access to University-owned computer systems and networks for their use in accomplishing the studies and projects to which they have been assigned by the Program. The UH computers, software, telecommunications networks, and electronic mail systems are to be used only for official UH studies. Non-UH-owned electronics, software,

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

equipment or computers are not to be introduced into, placed upon or connected to UH computers, systems or networks without the prior written permission of the University (ordinary wireless and wired connections of a student's laptop to the university network is excepted). Electronic mail accounts provided to students by UH are intended for exchanges related to their academic endeavors, not for inappropriate activities. Access to the Internet and the World Wide Web provided to students by UH is intended for academic research only, not for other inappropriate activities. UH reserves the right to audit and monitor the use of computers, systems, networks, electronic mail accounts, and access to the Internet or the World Wide Web without notice to ensure proper usage.

Accessing computers or networks

Students enrolled in College of Technology classes must have proper authorization and follow specified procedures in accessing computers and computing networks whether the computers or networks are owned by UH or by a third party. Students who exceed their authorized access or misuse access privileges will be subject to disciplinary action up to and including expulsion from the program. Accessing another computer's data traffic or passwords is illegal and not permitted under any circumstance. When laboratory assignments require traffic analysis, an appropriate, legal data stream will be provided by the instructor. Sampling of data on the university network is specifically prohibited. Should an occasion arise where university traffic will be collected or sampled by students, specific permission must be obtained from the College Information Security Officer. It is a federal crime to access systems you are not authorized to access, to exceed your levels of authorized access, or to traffic (exchange) passwords that you are not authorized to share.

Acceptable Content related Behaviors

Students are not to use university resources, including computers, networks and devices, to access or manipulate materials that are lewd, indecent, or obscene. Additionally, any materials that are libelous or slanderous expressions; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the academic mission of the college and university. These restrictions are not designed to restrict freedom of research, but rather to create a safe learning environment for all students. Should materials be needed for legitimate academic study that might be considered a violation of this section, prior approval from a supervising professor is required before accessing or using such materials.

Academic Honesty

There are many types of academic dishonesty - some are obvious, while some are less obvious. "Academic dishonesty" means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at the University of Houston or by a course instructor to fulfill any and all academic requirements. Academic dishonesty includes, but is not limited to, the following:

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

Plagiarism

- Representing as one's own work the work of another without acknowledging the source (plagiarism). This would include submitting substantially identical laboratory reports or other materials in fulfillment of an assignment by two or more individuals, whether or not these used common data or other information, unless this has been specifically permitted by the instructor.
- Plagiarism includes copying verbatim text from the literature, whether printed or electronic, in written assignments, candidacy exams, and theses/dissertations;

Cheating and Unauthorized Group Work

- Openly cheating in an examination, as copying from another's paper;
- Being able to view during an examination, quiz or any in-class assignment an electronic device that allows communication with another person, access to unauthorized material, access to the internet, or the ability to capture an image, unless expressly permitted by the instructor;
- Using and/or possessing "crib notes," as unauthorized use of notes or the like to aid in answering questions during an examination;
- Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, and passing notes, and using electronic devices to transmit or receive information;
- Securing another to take a test in the student's place. Both the student taking the test for another and the student registered in the course are at fault;

Fabrication, Falsification, and Misrepresentation

- Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;
- Using another's laboratory results as one's own, whether with or without the permission of the owner;
- Providing false information concerning an academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

Falsifying results in laboratory experiments;

- Misrepresenting academic records or achievements as they pertain to course prerequisites or corequisites for the purpose of enrolling or remaining in a course for which one is not eligible;

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Conduct

- Representing oneself as a person who has earned a degree without having earned that particular degree

Stealing and Abuse of Academic Materials

- Stealing, as theft of tests or grade books, from faculty offices or elsewhere, or knowingly using stolen tests or materials in satisfaction of exams, papers, or other assignments; this includes the removal of items posted for use by the students;
- Mutilating or stealing library materials; misshelving materials with the intent to reduce accessibility to other students;
- Acting to prevent others from completing their work. This includes damaging lab exercises on lab machines that would disrupt the experiments of others

Complicity in Academic Dishonesty

- Failing to report to the instructor or department chair an incident which the student believes to be a violation of the academic honesty policy;

Academic Misconduct

- Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

Summary

It is imperative that UH and its students conduct the University's academic activities in accordance with the highest possible ethical and legal standards. This includes following all of the items in this document as well as the University Academic Honesty Policy. Every student is responsible for ensuring that his or her personal conduct is above reproach. All violations of the standards described in this Code of Conduct should be made known immediately to the appropriate faculty member(s) or to the College Information Security Officer. Intent on the part of the student is not a necessary element of violation, even accidents are violations, although if properly reported, the accidental nature is a factor in determining the seriousness of the incident. In the event of accidental violation, the student should immediately cease the activity that resulted in the violation, and report it to the appropriate authority. Failure to disclose a violation is itself a violation, and in the event of an accidental violation – failure to report is a more serious breach of the terms of this Code of Conduct. UH takes ethical obligations very seriously. Violations will not be tolerated and will result in disciplinary action appropriate to the violation.

Version 4.1 8/20/2019

Material in this document was adapted from material developed by Dan and Julie Ryan as part of George Washington University's Information Security Management Program.

Code of Ethics

Ethical standards of behavior are essential to successful members of the College of Technology Computer Information Systems and Information System Security programs at the University of Houston (UH).

Adhering to a high ethical standard is required to develop trust, trust which is critical given Information Security professionals are entrusted with the intellectual property as well as functionality of an organization. You are expected to conduct yourself in a manner worthy of trust. In addition, ethical requirements have a social component. How others in your program are perceived will rub off on you. You are responsible for your actions, and acting with academic and personal integrity all of the time, even when no one is looking. Trust earned through maintaining high ethical standards is not easily earned; one mistake can destroy your reputation and career, as well as impact others.

The purpose of ethics in Information Security is not just philosophically important, it is essential. Therefore, become familiar with the code of ethics outlined below. Please respect the value of the education provided by UH by not misusing any information or privileges granted to you.

All members of the UH community are expected to:

- ✓ Perform all professional activities and duties in accordance with the UH academic integrity standard and all applicable laws and the highest ethical principles;
- ✓ Promote generally accepted information security current best practices and standards;
- ✓ Maintain appropriate confidentiality of proprietary or otherwise sensitive information, including all University information and materials obtained in the course of activities;
- ✓ Exercise due diligence, honesty, professional care and objectivity when performing all duties and coursework;
- ✓ Refrain from any activities which might constitute a conflict of interest or otherwise damage the reputation of College, the information security program, or the profession;
- ✓ Not intentionally injure or impugn the professional reputation or practice of colleagues, clients, or employers;
- ✓ Neither condone nor ignore any illegal or unethical acts for any reason.

Adapted from ISSA International Ethics Materials

Code of Ethics

It is imperative to be aware of, and abide by, the laws of the United States, individual States, foreign countries and other jurisdictions in which studies, projects, research or other activities are conducted. When in doubt, ask your instructor for guidance. UH takes ethical obligations very seriously. Failure to comply with this Code of Ethics will not be tolerated and will result in disciplinary action.

Ten Commandments of Ethics in Information Security

1. Thou shalt not use a computer to harm other people.
2. Thou shalt not interfere with other people's computer work.
3. Thou shalt not snoop around in other people's computer files.
4. Thou shalt not use a computer to steal.
5. Thou shalt not use a computer to bear false witness.
6. Thou shalt not copy or use proprietary software for which you have not paid.
7. Thou shalt not use other people's computer resources without authorization or proper compensation.
8. Thou shalt not appropriate other people's intellectual output.
9. Thou shalt think about the social consequences of the program you are writing or the system you are designing.
10. Thou shalt always use a computer in ways that insure consideration and respect for your fellow humans.

*-Courtesy of the Computer Ethics Institute,
A project of the Brookings Institution*

Adapted from ISSA International Ethics Materials

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Ethics Student Certification and Agreement

I, _____, hereby certify that I have been given a copy of and have read and understand the College of Technology Acceptable Use Agreement and Code of Conduct, and Code of Ethics statement. I agree that I will act at all times in accordance with that code. I understand that UH takes its ethical obligations very seriously and violations will not be tolerated. I fully understand that UH and its students must conduct the program's activities in accordance with the highest possible ethical and legal standards. I know that I am responsible for ensuring that my personal conduct is above reproach. As a condition of studying in the College of Technology at UH, I agree that violations of the standards described in the Code of Conduct shall be made known immediately to my appropriate faculty member(s) or to the College Information Security Officer, and that violations may result in dismissal from the Program and failure to receive the Certificate or a degree with a concentration in information security management. I understand that this is a zero-tolerance policy and that no second chances are given.

I agree to take all reasonable precautions to assure that sensitive University or faculty information, or information that has been entrusted to my fellow students or me by third parties (such as the students' employers), will not be disclosed to unauthorized persons. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the faculty or the person who is the designated information owner or custodian.

I also understand specifically that UH provides computer systems and networks for my use in academic studies and that I am not permitted to use those computer systems and networks for personal business or for any activities not related to my academic studies. I understand that UH audits and monitors the use of those computer systems and networks and that I have no right to privacy or expectation of privacy when I use computer systems and networks provided to me by UH.

Signature

Printed Name

PS Number

Date

Student Copy

This page intentionally left blank

UNIVERSITY OF HOUSTON, COLLEGE OF TECHNOLOGY

Acceptable Use Agreement and Code of Ethics Student Certification and Agreement

I, _____, hereby certify that I have been given a copy of and have read and understand the College of Technology Acceptable Use Agreement and Code of Conduct, and Code of Ethics statement. I agree that I will act at all times in accordance with that code. I understand that UH takes its ethical obligations very seriously and violations will not be tolerated. I fully understand that UH and its students must conduct the program's activities in accordance with the highest possible ethical and legal standards. I know that I am responsible for ensuring that my personal conduct is above reproach. As a condition of studying in the College of Technology at UH, I agree that violations of the standards described in the Code of Conduct shall be made known immediately to my appropriate faculty member(s) or to the College Information Security Officer, and that violations may result in dismissal from the Program and failure to receive the Certificate or a degree with a concentration in information security management. I understand that this is a zero-tolerance policy and that no second chances are given.

I agree to take all reasonable precautions to assure that sensitive University or faculty information, or information that has been entrusted to my fellow students or me by third parties (such as the students' employers), will not be disclosed to unauthorized persons. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the faculty or the person who is the designated information owner or custodian.

I also understand specifically that UH provides computer systems and networks for my use in academic studies and that I am not permitted to use those computer systems and networks for personal business or for any activities not related to my academic studies. I understand that UH audits and monitors the use of those computer systems and networks and that I have no right to privacy or expectation of privacy when I use computer systems and networks provided to me by UH.

Signature

Printed Name

Class

PS Number

Date

File Copy (returned to College)