



**AUB** American University of Beirut  
 الجامعة الأميركية في بيروت

**INFORMATION AND COMPUTER RESOURCES USE AGREEMENT**

Faculty member     Staff member     Student     Other

**NAME**

**REF./ID**

I, the undersigned, \_\_\_\_\_, being a(n) \_\_\_\_\_ in the \_\_\_\_\_, acknowledge that all the persons at the American University of Beirut having access to university information or computer resources are responsible for ensuring that their own conduct and the conduct of anyone reporting to them fully complies with the university Policy on Confidentiality of Information and Use of Computer Resources.

I confirm that I have read and understand my responsibilities regarding the requirement to keep university information confidential and not to disclose information or data to unauthorized persons.

I shall safeguard the information I have access to for work-related activities, and I shall not seek out or use personal or confidential information other than as required in the course of my employment/academic work or approved research.

I understand my responsibilities for the protection of university information and computer resources and my responsibility for reporting any misuse thereof.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

| Distribution: | Employees                                     | Students                                     | Others   |
|---------------|---|--|--|
| Original      | Human Resources <input type="checkbox"/>      | Student Records <input type="checkbox"/>     | Human Resources <input type="checkbox"/>       |
| Copy          | Retained by employee <input type="checkbox"/> | Retained by Student <input type="checkbox"/> | Retained by Signatory <input type="checkbox"/> |

- This form must be signed by every employee (faculty, staff, and AUBMC resident) upon employment.
- Students are required to sign the form and submit it with their application for enrolment before they are assigned a student ID and permitted access to the AUB web resources.
- All other persons granted access to AUB information or computer resources shall complete the form as part of their contract with AUB or as a condition of being given access to AUB resources.
- The employee/student enrolment checklists shall confirm the existence of a signed acknowledgement form.