KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES **COLLEGE OF DENTISTRY (COD)** **INTERNAL POLICY & PROCEDURE**	King Saud bin Abdulaziz University for Health Sciences كلية طب الأسنان College of Dentistry

Subject: Policy and Procedure for System Usage		
Dates: Original: 10 July 2024	Last Revised:	Effective: 01 Aug 2024
Reference: KSAUHS-COD-2024-000032805	Replaces Number: COD-IT - 0010	
Target Employees / Departments: All Systems Users	*Page 1 of 3*	

1. PURPOSE

The aim of this policy is designed to ensure that the IT- College of Dentistry developed in-house applications/systems are used or in-use safely, lawfully and equitably and by establishing guidelines in line with the standards set by KSAU-HS.

2. APPLICABILITY

This policy applies to all staff, students, and faculty of the College of Dentistry, and to anyone using COD applications/systems developed in-house by the College of Dentistry.

3. ABBREVIATIONS

- **KSAU-HS** — King Saud bin Abdulaziz University for Health Sciences
- **COD** — College of Dentistry
- **COD-IT** — COD - Information Technology
- **Users** — Students, Faculty, Staff, and approved user/guest
- **Authentication** — KSAU-HS login information, approved user/guest accounts.
- **COD Systems** — COD In-house developed applications/systems
- **Super-User** — System administrator or nominated user

4. POLICY STATEMENTS

4.1 All property right related to the COD systems remain exclusive to College of Dentistry.

4.2 All COD systems are copyright of College of Dentistry. Copying, reproducing, modifying or distributing of source codes, generated output or system files is strictly prohibited.

4.3 COD IT is the custodian of COD systems and responsible for implementation.

4.4 Users of COD systems must agree and accept the terms and conditions

4.5 Users are required to adhere to all KSAU-HS & COD policies.

4.6 Users of the COD systems must use their authentication to access the applications/systems.

4.7 Users of the COD systems are strictly prohibited from sharing their authentication information with anyone.

4.8 End-user is solely responsible for any activity that occurs under his/her account.

4.9 COD systems should not be used for anything unrelated to work.

4.10 COD reserves the right to monitor COD systems usage to ensure compliance with this policy with respect to user privacy.

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4.11 All COD systems training must be conducted by super-user of that system in coordination with COD-IT.

4.12 Any attempt to harm, disrupt, or otherwise interfere with the COD systems is strictly prohibited. This includes, but not limited to, activities such as malicious action, performing unauthorized access, or attempting to bypass security measures.

4.13 Any request for COD systems' services/support will not be accepted directly.

4.14 Misuse of COD systems may result in disciplinary actions as per KSAU-HS legal action policy.

5. PROCEDURES

5.1 For any services/support request for COD systems, COD end-user must submit the request through COD Helpdesk system.

5.2 For external KSAU-HS departments/colleges, services/support requests should be submitted to the designated super-user of that system.

5.3 For any request for amendments or modifications in the COD systems, as implemented in your department or college, submit the request through a memorandum by the department/college Head/Dean to COD Dean.

6. RESPONSIBILITY

6.1 All applicable users should avoid any misuse, such as using the system for personal purposes or engaging in activities that could compromise the system's integrity or security.

APPROVED