



Request for Individual Computer Account

Date of Application: _____

If the document is not filled out completely with all corresponding signatures and initials, it will be returned to you until fully completed. PLEASE PRINT CLEARLY		Employee ID #	
Applicant's Information			
Name (First,Middle,Last)		Preferred /Nickname	
Title/Position		School/Administrative Unite/Department/Organization	
Campus Address	Office Phone	Office Fax	Alternative Phone
<i>Status: The capacity in which I will use this account: (Please check only one box)</i> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Student <input type="checkbox"/> Temporary (From:_____ To:_____)			
Chair/Department Head Information			
Name (First,Middle,Last)		DSU Email Address	
Title/Position		School/AdministrativeUnit/Department/Organization	
Campus Address	Office Phone	Office Fax	Cell
Computing Resources Request			
Services <input type="checkbox"/> Banner <input type="checkbox"/> Banner Modules - _____ <input type="checkbox"/> Exchange Email (faculty/staff only)			
Other: (please explain)			

OIT Departmental Use Only – Please Do Not Complete

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Applicant's Username:	Email Address:
By:	Date Application Created:	SNOW Case #



POLICY AND PROCEDURE FOR USE OF COMPUTING AND NETWORK RESOURCES AT DELTA STATE UNIVERSITY

PURPOSE:

Delta State University's computing and network facilities service a large number of faculty, students, staff, and others. In light of the legal responsibilities inherent in operation of such a system, the university has a number of areas of potential liabilities. This policy addresses the responsibilities of the users and the University.

POLICY

All users have the responsibility to use the University computing systems in an effective, efficient, ethical, and lawful manner. Use of Delta State University's computer resources and computer network is not a matter of right, nor is it provided as a public forum, but rather all use of Delta State University's computer resources and network must be consistent with the mission of the University in support of public education, research, and public service.

GUIDELINES

Security:

The user is responsible for correct and sufficient use of the tools each computer system provides for maintaining the security of stored information. A summary of the security procedures relevant to the end users of computing resources is given below:

- a. Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others.
- b. The user should select an obscure password and change it frequently.
- c. The user should understand the level of protection each computer system automatically applies to files and supplement that protection, if necessary, for sensitive information.
- d. The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being either their victim or propagator.

Academic Freedom:

Free expression of ideas is central to the academic process. However, Delta State University computer system administrators may remove any information from individual accounts or from electronic bulletin boards maintained in individual accounts if it is determined that:

- a. The presence of the information in the account, web site or on the bulletin board involves illegality (e.g., copyrighted material, software used in violation of a license agreement).
- b. The information in some way endangers computing, network resources, or the information of other users (e.g., a computer worm, virus, or other destructive program).
- c. The information is inappropriate, because it is inconsistent with the mission of the University, or is otherwise not in compliance with the legal and ethical usage governed by Federal or State law or regulation, or with University or Institutions of Higher Learning policies.
- d. The cost of maintaining the information is deemed prohibitive by the responsible administrative unit.
- e. The user is no longer authorized for access.

Removal of such information will be with approval of the Delta State University Office of Information Technology User Services Director or Chief Information Officer.

Inappropriate Usage:

Computing and networking resources should be used only in accord with the guidelines defined in this policy and procedure. Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to:

- a. Harassment of other users.
- b. Destruction of or damage to equipment, software, or data belonging to Delta State University or other users.
- c. Disruption or unauthorized monitoring of electronic communications.
- d. Violations of computer system security.
- e. Unauthorized use of computer accounts, access codes, passwords, or other network identification words or numbers assigned to others.
- f. Use of computer and/or network facilities in ways that impede the computing activities of others, including randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, overuse of network accessible bulletin boards or conferences, and the "off topic" posting of materials to bulletin boards or conferences.
- g. Use of computing facilities for business purposes of the user.
- h. Use of dormitory network access to conduct business for any purpose is strictly prohibited. Violators will be subject to loss of network services to their residence while a student at Delta State University
- i. Violations of trademarks, patents, or copyrights and violation of software license agreements. (Refer to policies of the university.)
- j. Violation of the usage policies and regulations of the network that Delta State University is a member of or has authority to use.
- k. Violation of another user's privacy.
- l. Academic dishonesty (e.g., plagiarism or cheating).
- m. Commercial advertising or political campaigning.
- n. Violation of applicable laws, regulations, or policies.
- o. Persons may not obtain or use--or attempt to obtain or use--passwords, IP addresses or other network codes that have not been assigned to them as individuals or authorized for their use as University employees. Persons may not obtain--or attempt to obtain--unauthorized access to computer accounts, software, files, or any other University technology resources
- p. Persons may not alter or intentionally damage software or data belonging to someone else or interfere with another person's authorized access to technology resources. Users may not intentionally disrupt or damage University computers or networks in any way



- p. Users of University technology resources may not send electronic messages with the sender's identity forged or send anonymous messages unless the recipient has agreed to receive anonymous messages.
- q. Persons may not use University technology resources to sell or solicit sales for any goods, services or contributions unless such use conforms to Delta State University rules and regulations governing the use of University resources and has been approved, in writing, by the President.
- r. University employees and students may not use these resources to support the nomination of any person for political office or to influence a vote in any election or referendum. No one may use University technology resources to represent the interests of any non-University group or organization unless authorized by an appropriate University department, and approved by the President.

Sanctions

Violation of the policies described herein for use of computing and network resources are dealt with seriously. Violators who are University faculty, students, or staff are subject to the disciplinary procedures of the University and, in addition, may lose computing privileges, including dorm and computer lab access, if applicable. Illegal acts involving Delta State University computing and networking facilities may also be subject to prosecution by state and federal officials. If applicable, violators may be prosecuted to the fullest extent of State and Federal laws.

REVIEW

This policy and procedure will be reviewed as needed by the Delta State University department of Information Technology Services with recommendations for revisions presented to the President.

I acknowledge receiving and reading a copy of the Policy And Procedure For Use Of Computing And Network Resources for Delta State University, and I agree to abide by its provisions. I understand that any abuse of my network access privileges or of my account will lead to account suspension and immediate review, with the possibility of account revocation and further disciplinary action in accordance with applicable laws and DSU rules and procedures. Any account information I am provided will not be shared with anyone.

User Authorization Signatures

I acknowledge receiving and reading a copy of the Policy And Procedure For Use Of Computing And Network Resources for Delta State University, and I agree to abide by its provisions. I understand that any abuse of my network access privileges or of my account will lead to account suspension and immediate review, with the possibility of account revocation and further disciplinary action in accordance with applicable laws and DSU rules and procedures. Any account information I am provided will not be shared with anyone

Signature of Applicant:

Date:

Signature of Sponsor/Supervisor:

Date: