



Request for Individual Computer Account

If this document is not filled out completely with all corresponding signatures and initials, it will be returned to you until fully completed. PLEASE PRINT CLEARLY		<i>Date of Application</i>	
Applicant's Information			
<i>Name (First, Middle, Last)</i>		<i>Preferred /Nickname</i>	
<i>Title/Position</i>		<i>School/Administrative Unit/Department/ Organization</i>	
<i>Campus Address</i>		<i>Office Phone</i>	<i>Office Fax</i> <i>Alternative Phone</i>
<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			
<i>Name (First, Middle, Last)</i>		<i>DSU E-mail address</i>	
<i>Title/Position</i>		<i>School/Administrative Unit/Department/ Organization</i>	
<i>Campus Address</i>		<i>Office Phone</i>	<i>Office Fax</i> <i>Alternative Phone</i>
Computing Resources Requested			
Services <input type="checkbox"/> Banner <input type="checkbox"/> Banner Modules - _____ <input type="checkbox"/> Exchange email (<i>faculty/staff only</i>) Other: (please explain)		Development <input type="checkbox"/> School/ Admin. Unit/ Department Website – Site Builder Tool Kit <input type="checkbox"/> Personal Faculty Website – ntweb.deltastate.edu <input type="checkbox"/> Student Organization Website – okra.deltastate.edu <input type="checkbox"/> TP (requires appropriate software and site authorization)	
Website Specific Account Information			
Department Head or Vice President Compliance Statement		<i>Signature of Department Head or Vice President</i> <i>Date</i>	
I authorize the individual(s) listed to act as the designated Information Provider and/ or Manager for my unit. I have read the Information Provider and Manager Contract and understand the responsibilities involved. I understand Delta State University's Web Page Policy and appendixes and take responsibility for ensuring that the Information Provider and/ or Manager will comply with its guidelines. _____ (<i>initial</i>)		<i>Signature of Advisor **</i> <i>Date</i>	
		** For student organizations, the Department Head section should be filled out by the University Facilities and Calendar Coordinator and must include the organization's advisor's signature.	
Does your School/ Admin. Unit/ Department already have a published website? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide the current web address - http://		Are you transferring ownership of this website to a new Information Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Which pages will this account need access to?		Name the current Information Provider:	
WOC Approval signature and date:		Reason for transfer:	

OIT Departmental Use Only – Please Do Not Complete		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Quota-Email</i>	<i>File Location</i>
<i>By:</i>	<i>Applicant's Username:</i>	<i>Email Address:</i>
<i>Date Approved/Date Created</i>	<i>Quota Storage</i>	<i>HDO Case #</i>



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
- q. 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.
- r. 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.

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

INFORMATION PROVIDER AND MANAGER CONTRACT FOR USE OF WEBSITE RESOURCES AT DELTA STATE UNIVERSITY

Every Delta State University unit is entitled to a World Wide Web page and an appropriate link accessible through the DSU home page. Each unit must designate an Information Manager and a Information Provider who will be responsible for maintaining the unit's information on the Internet, serve as liaison to the Web Oversight Committee (WOC) and the Office of Information Technology (OIT), and act as the contact point for their unit.

Responsibilities of the Information Manager

- a. Submit to OIT the completed Information Provider/ Manager Contract.
- b. Maintain standards of clarity, accuracy, and timeliness.
- c. Establish a written plan for web page revisions and cleanup to be approved by the WOC.
- d. Test all links and correct any broken or dead links before publishing.
- e. Spell-Check and proof read all documents before publishing.
- f. Read and comply with Delta State's Web Page Policy.
- g. Ensure that all electronic pages are consistent with the policies of Delta State University and the Mississippi Board of Trustees of State Institutions of Higher Learning as well as all local, state, and federal laws.
- h. Notify the WOC and OIT in writing when resigning as Information Provider/ Manager for the Unit. Submit to OIT the completed Information Provider/ Manager Contract for the new Information Provider/ Manager.

Responsibilities of the Information Provider

- a. Coordinate within the unit the gathering of information for internet publication.
- b. Decide how the information will be organized within the site.
- c. Decide within the unit how often information is going to change. *Quarterly updates are required.
- d. Integrate Internet publishing into the unit's publication cycle.
- e. Convert information from its current form to the appropriate publishing format.
- f. Verify that your unit's information is up-to-date on the Internet.

User Compliance Statement Signatures

As an Information Manager for the Internet and Delta State University's web presence, I agree to accept the responsibilities outlined in this contract for the department/ unit/ group designated. I understand Delta State University's Web Page Policy and appendixes and will comply with its guidelines. I understand that the account that is to be assigned to me as Information Manager can only be used for Internet publishing. I also understand that I do not have the right to share this account information with any other party and risk loosing all privileges as an Information Provider/ Manager if I do so.

Signature of Applicant	Date
Signature of Sponsor/Supervisor	Date

