DEPARTMENT/ORGANIZATION
UNIX ACCOUNT REQUEST FORM

This form can be used to apply for a Departmental or Organizational account for our campus UNIX system (E-mail, etc).
Please submit to the Information Technology Office on the ground floor of the Watzek Library.
Your request will take 48 hours to process.
The Sponsor/Supervisor must pick up the account information at the IT Help Desk in the Watzek Library. Picture ID is required.

Department/Organization Name

_____

Prefered Account Name

_____

☐ Department   ☐ Organization

Sponsor or Supervisor's Name and Login

Each Department must have a supervisor and each Organization must have a Faculty or Staff sponsor who will take responsibilty for their UNIX account. This trust must be renewed annually.

Agreement

(Departmental and organizational accounts are unique because a number of individuals may have the password to the account from time to time. It is important that one person be identified as the primary user or responsibly party. All who use the account must understand that improper action on their part can be cause for revoking the use of the account.)

My staff has read and agrees to abide by the spirit of the "Responsible Use of Information Technology" printed on the back of this form.

My staff recognizes that there will be changes, from time to time, to specific procedures and policies and that it is his/her responsibility to be familiar with those currently in effect.

My staff understands that the specific rules, policies and procedures are available electronically through the UNIX "help" command, as part of the Lewis & Clark College "CWIS/WWW" system and on file in the office of Information Technology.

Should I be contacted by the staff of Information Technology with concerns about this account, I will respond in a timely manner.

My staff agrees to abide by all UNIX Policies and Rules.
I understand that I will be accountable for all actions taken by my staff.

I hereby request a UNIX account for my department/organization

Supervisor's or Sponsor's Signature   **Date**

Responsible Use of Information Technology

Technology resources provided by the Institution (including undergraduate, graduate and law schools) are made available to students, faculty, staff and approved guests primarily as tools for enhancing and facilitating teaching, learning, and scholarly research. The Institution encourages the use of Institutional resources for these primary activities. These resources include, but are not limited to, hardware (including telephones, computers, and traditional media equipment) either owned or leased by the Institution, software, and consulting time (and expertise) of the staff of Information Technology or other technology support staff of the Institution. Additionally, owners of personal equipment that is connected to the data or telecommunications infrastructure of the Institution are also subject to the policies below.

The use of technology resources provided by the Institution for endeavors not directly related to enhancing and facilitating teaching, learning, and scholarly research should be considered as secondary activities. Should such secondary activities in any way interfere with primary activities, they may be terminated immediately.

Many of the technology resources of the Institution are shared among the entire Institutional community. Everyone using those resources should be considerate of the needs of others and be certain that nothing is done to impede anyone else's ability to use these resources.

Such impediments may include, but are not limited to:

- activities that obstruct usage or deny access to others
- activities that could be considered as harassing
- activities that could be considered libelous
- activities that violate copyright laws
- activities that violate Institutional rules
- activities that violate local, state, or federal laws
- unauthorized use of computer accounts
- impersonating other individuals
- attempts to capture or crack passwords or break encryption protocols

- activities that compromise privacy
- attempting to "hack" into any computer either at the College or elsewhere
- destruction or alteration of data or information belonging to others
- creating, using or distributing, virus programs or programs that attempt to explore or exploit network security and/or other vulnerabilities
- allowing anyone else to use any of your account(s)
- extensive use of resources for private or personal use

Additionally, individuals may wish to provide information via Institutionally supported information systems, including, but not limited to the Campus Wide Information System (World Wide), USENET, and email. Any person providing information through these systems or via connections to the data or telecommunications infrastructure must also abide by the policies below. These policies apply to information made available actively, as in email or USENET, as well as passively, as in the WWW.

- No anonymous information may be provided. All information must contain either the name or electronic mail address of the person making the information available. For example, in the case of active information such as email, the FROM: field must contain the e-mail address of the person sending the mail. Passive information, such as that found on the WWW, must contain the email address of the author, owner, or sponsor of that page at the bottom of the page.

- All information must carry a date indicating the date the information is being made available. For information made available actively, such as e-mail, this information would appear in the DATE: field. For passive information, such as the WWW, this information would appear at the bottom of the page preceded with an indication that this is the posting date.

- In the case of passive information, such as the WWW, information must also contain an expiration date indicating when the information is no longer valid.

The Institution seeks to place its efforts towards the enhancement of technology resources and not the policing of the use of those resources. Engaging in any activity that violates or is strictly prohibited by these policies, can result in the immediate loss of access privileges. If such activities also violate the Institution's Academic Honor Code, local, state, or federal laws they may be refered to the appropriate campus-level committees for resolution. Such cases may result in suspension from the Institution as well as prosecution by outside authorities.

If you suspect any violations of this policy, please contact Dan Terrio, Chief Technology Officer (terrio@lclark.edu)

With the evolving nature of resources and load, specific changes or additions to these policies may occur from time to time. These changes will be made available via the "RESPONSIBLE USE OF INFORMATION TECHNOLOGY" section of the Campus Wide Information System as well as in the Information Technology office. It is the responsibility of each individual who uses the technology resources of the Institution to be familiar with and abide by all current operational policies.

The use of any technology resource of the Institution implies acceptance of ALL current operational policies.