

# System Security & Access Request

## Mathematical Sciences Workstation Account

NAME (Print): \_\_\_\_\_

**CLASSIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Registered Math Science Graduate Student | <input type="checkbox"/> Visitor                        |
| <input type="checkbox"/> Faculty                                  | <input type="checkbox"/> Other (please describe): _____ |
| <input type="checkbox"/> Staff                                    |   |

**WHERE APPROPRIATE, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**DURATION:** Faculty and staff accounts will last for the duration of the person's employment in the department. Other accounts must be renewed yearly. Requested duration of the account from (date) \_\_\_\_\_ to (date) \_\_\_\_\_.

**USERNAME:** If this is an *account renewal*, please give your current user name. If this is a *new account*, you need to have a user name (8 characters or less). A good choice is your last name, truncated if necessary to 8 letters. *Users with accounts on the UD composers may wish to use their UD user name.*

User Name: \_\_\_\_\_

**MATH. SPONSOR:** If you are a visitor, or are requesting an account for the purposes of collaboration with a faculty member in our department, you need a member of the Mathematical Sciences Department faculty as a sponsor.

Your affiliation: \_\_\_\_\_

Name of sponsor: \_\_\_\_\_ Signature of sponsor: \_\_\_\_\_

**JUSTIFICATION:** If you are not faculty, a graduate student, staff or a visitor (for example, if you are requesting an account to further collaboration with a faculty member) you must give a brief justification for your account including the applications you intend to use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Mathematical Sciences Department workstation network operates under the University of Delaware Policy for Responsible Computer Use (see the reverse side of this form). Please read the policy.*

**I have read and agree to abide by the Policy for Responsible Computer Use.**

Signature: \_\_\_\_\_

# UD Policy for Responsible Computing

In support of its mission of teaching, research and public service, the University of Delaware provides access to computing and information resources for students, faculty and staff, within institutional priorities and financial capabilities.

## Preamble

The *Policy for Responsible Computing* at the University of Delaware contains the governing philosophy for regulating faculty, student and staff use of the University's computing resources. It spells out the general principles regarding appropriate use of equipment, software and networks. By adopting this policy, the Faculty Senate recognizes that all members of the University are also bound by local, state, and federal laws relating to copyrights, security and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty and system administrators to take a leadership role in implementing the policy and assuring that the University community honors the policy.

## Policy

All members of the University community who use the University's computing and information resources must act responsibly. Every user is responsible for the integrity of these resources. All users of University-owned or University-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls and respect all pertinent license and contractual agreements. It is the policy of the University of Delaware that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics.

Access to the University's computing facilities is a privilege granted to University students, faculty and staff. Access to University information resources may be granted by the owners of that information based on the owner's judgment of the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity and the risk of damage to or loss by the University.

The University reserves the right to limit, restrict or extend computing privileges and access to its information resources. Data owners-whether departments, units, faculty, students or staff-may allow individuals other than University faculty, staff and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, University policy or any federal, state, county or local law or ordinance.

University computing resources are to be used for the University-related activities for which they are assigned. University computing resources are not to be used for commercial purposes or non-University-related activities without written authorization from the University. In these cases, the University will require payment of appropriate fees. This policy applies equally to all University-owned or University-leased computing resources.

Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the University and those on networks to which the University's systems are connected. Access to computing resources without proper authorization from the owner, unauthorized use of University computing resources and intentional corruption or misuse of computing resources are direct violations of the University's standards for conduct as outlined in the University of Delaware Policies and Procedures Manual, the Faculty Handbook, University collective bargaining agreements and the Official Student Handbook. They may also be considered civil or criminal offenses.

## Implementation

Appropriate University administrators should adopt guidelines for the implementation of this policy within each unit and regularly revise these guidelines as circumstances warrant. The Vice President for Information Technologies shall, from time to time, issue recommended guidelines to assist departments and units with this effort.

## Enforcement

Alleged violations of this policy shall be processed according to the judicial processes outlined in the University of Delaware Policies and Procedures Manual, the Faculty Handbook, University collective bargaining agreements and the Official Student Handbook. The University of Delaware treats access and use violations of computing facilities, equipment, software, information resources, networks or privileges seriously and may also prosecute abuse under Title 11, 931-939 of the Delaware Code, the Computer Fraud and Abuse Act of 1986 or other appropriate laws.

**Drafted: March 5, 1992**

**Approved: May 11, 1992**

**Updated: January, 2002**