Temporary Network Access

DATE ACCESS STARTS: ____________

DATE ACCESS ENDS: ____________ (30 days after account created if left blank)

ACCOUNT PURPOSE: ________________________________________________________

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

1. The college provides access to this computer for public/student/staff use as an informational and educational recourse.

2. The college expects that all use of electronic information recourses such as internet and applications will be responsible and ethical, consistent with the purpose for which these recourses are provided.

This includes:

✓ Using resources for educational and informational purpose only: not for unauthorized, illegal or unethical purposes.

✓ Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components on any network or database.

✓ Making only authorized copies of copyrighted or licensed software and data.

✓ Not sending, receiving, or displaying, texts or graphics which may be reasonably be construed as offensive to the public.

✓ Not making any unauthorized changes to the setup or configuration of the software or hardware.

RECIPIENT: I understand the intent of this statement and will exercise diligence in performing my duties in accordance with institutional policies.

Signature: ____________________________ DATE: _________________

APPROVALS:

Requestor¹: ____________________________ DATE: _________________

Vice President Signature: ____________________________ DATE: _________________

¹Department Chair, Manager, or Distance Education Coordinator