

AY2008 – 2009 FACULTY/STAFF COMPUTER ACCOUNT REQUEST

I request the following computer server account be established for my use:

	<u>Network Server</u>	<u>Available Services</u>	<u>Creation Date</u>
<input type="checkbox"/>	FALCON Academic Server	Comp Sci. Student's, Compilers, etc.	
<input type="checkbox"/>	HAWK Administrative Server	Administrative Records (Requires special authorization)	
<input checked="" type="checkbox"/>	CARDINAL Domain Server	Domain1 logon, Email	

If you have had an LHU Account in the past, please complete this section:

Username: _____ was it a (circle one): Faculty Staff Student Guest

OR Applying for a new computer account

I have read and understand the statements regarding usage on the back of this form. Computer account privileges may be revoked at the discretion of the University, especially in cases of abuse or misuse.

_____ (Last, First, Middle Initial) Please Print	<input type="checkbox"/> LHUP Staff <input type="checkbox"/> LHUP Faculty
_____ (Job Position)	
_____ (Department)	_____ (Campus Extension)
_____ (Campus Address)	_____ (ID Number)
_____ (Local / Home Address)	_____ (Last 2 digits of Soc. Sec.#)
_____ (City, State Zip)	_____ (Signature and Date)
_____ (Local Area Code & Phone Number)	*Your signature indicates you have read and understand the account policies on the reverse side or 2 nd page of this form.

PLEASE RETURN COMPLETED REQUESTS TO THE ACCOUNT ADMINISTRATOR, LHUP COMPUTING CENTER, ROBINSON HALL 506. YOU WILL RECEIVE CONFIRMATION BY PHONE or MAIL.

temp! _____		LHU ID# _____			Valid Emp	
✓CARdB		✓AD		username _____		
cadb	OthAdd	AD	passhead	HomeQ	Notify for Lark	
Hawk Approved	Model			mkHawk	Notify for Hawk	
	Groups					
	Menu					

Date Stamp Only

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LHUPnet Users' Obligations

It is the intent of Lock Haven University to provide all necessary computing facilities to its current students, faculty, and staff that will allow the LHU community access to all available, local, regional, national, and international information using their account. It is hoped that the university computing environment will encourage both knowledge and sharing of information. However it is expected that all users will use the facilities in a professional and responsible manner. Specifically, LHUPnet subscribers or users must adhere to the following:

Unauthorized Copying of Materials

Lock Haven University expects its guests, students, faculty and staff to obey Federal copyright laws. These laws generally prohibit the copying, without permission, of a copyrighted work. The tangible form of an original expression can take many forms, **including computer programs and files**. Even if not copyrighted, the unauthorized copying of computer materials is usually wrong. If the material is sold commercially, copying may violate either Federal or Pennsylvania laws prohibiting the theft of trade secrets, or the seller's registration or licensing agreements. Even if the material is not copyrighted or sold commercially, as in the case of another person's work, unauthorized copying almost certainly violates reasonable standards of ethical conduct and/or the University's academic honesty policies.

Disclosing One's Password

Lock Haven University expects its guests, students, faculty and staff to keep their network login passwords confidential. All users of the LHUPnet must never share their passwords with their best friends, colleagues, family, class project members, or even their own secretaries. **Doing so puts the person at risk!** Every user is accountable for all activities done on the Network through her/his account.

Computer and Network Usage

Lock Haven University expects its students, faculty and staff to use computers in an ethical and legal way. Unauthorized inspection, obstruction, or interference with the work of others is a serious offense, and may violate state and federal laws. Pennsylvania law specifically prohibits the intentional and unauthorized access, alteration, damage, or destruction of "any computer, computer system, computer network, computer software, computer program or data base, or any part thereof" (18 Pa. C.S.A. 532933).

Commercial Usage

The technological resources of the University are available for the authorized use of students, faculty and staff, in the pursuit of their academic and administrative endeavors. The extension of services to others is forbidden without prior written permission. The use of these resources, computers and networks for commercial enterprise, profit, or resale is expressly prohibited.

E_MAIL

University business conducted by e-mail will be via the University's mail server, accessed via the "@lhup.edu" e-mail address. E-mail content will reflect the usage guidelines specified above.

Servers and Wireless Hubs

Servers provide software or information to others. There are File transfer Protocol (FTP) servers, World Wide Web (WWW) servers, and mail servers, just to name a few. Any server or wireless hub generates unique network traffic may create network management difficulties. The campus-wide servers and wireless hub installations are managed by the Computing Center. No servers or wireless installations are permitted to be operated by any other users without express written permission.

Personal & Professional Materials

Data stored on University owned hosts and accessible by others (such as World Wide Web documents) may reflect on the University. Such information should be lawful and tasteful. Student data must directly support their academic endeavors.