

# TERRA COMMUNITY COLLEGE

## APPLICATION FOR INDIVIDUAL COMPUTER ACCOUNTS

### Zero-Tolerance Policy

- 1) Computers are provided for the use of Terra students and staff.
- 2) All users must read and sign an "acceptable use" policy form available in B309 before accessing any computers.
- 3) **CONDITIONS FOR USE (Zero Tolerance Policy):** For the well being of all students and staff using this facility, the following "**Zero-Tolerance Policy**" has been enacted.
  - a) Accessing, transmitting, or otherwise making use of pornographic materials of any kind available over the Internet is not permitted.
  - b) Any form of harassment activity, including but not limited to email transmissions, is not permitted in any form.
  - c) Accessing, transmitting, or otherwise making use of "hate-group" or materials of any kind available over the Internet that may cause discomfort to any racial or ethnic group is not permitted.
  - d) Illegal duplication or transmission of protected software is not permitted.
  - e) Destruction or theft of this equipment is not permitted.

Violation of any of the above policies the first time will result in immediate forfeiture of computer access privileges. A second violation will result in formal disciplinary proceedings, which may include suspension or expulsion (students), or termination (staff).

### Acceptable Use Policy

Herein the words SYSTEM / SYSTEMS refer to a computer, computer system, computer network, information storage media, peripheral equipment, or public communication phone system or its components.

1. I will use College owned SYSTEMS for bona fide College instructional use, faculty research, or administrative purposes only.
2. I will not attempt to access, modify, or delete any other user's files on any SYSTEM without their permission except computer accounts for classes which I am teaching or accounts maintained by a natural work group(s), examples would include FOCUSS or contracted vendors working for the college.
3. I will not divulge my password to anyone. It is my responsibility to keep my password secret, I will not choose passwords which are readily guessed. These include family names, phone numbers, addresses, social security numbers, license plate numbers, office names and numbers, variations of my user-id, etc., and will not use a word that can be found in a dictionary. I will also be sure nobody is observing when I enter my password into a machine or when my password is displayed on a screen. I will change my password immediately if I think somebody else may know my password.
4. I will not use College SYSTEMS for personal gain.
5. I will not waste College SYSTEM resources.
6. I will not attempt to store any files into any other computer accounts except as noted in item 2.
7. I will not attempt to circumvent College computer security systems.
8. I will not divulge College computer phone numbers to non-College persons except as noted in item 2.
9. I will abide by policies and procedures as posted in hard copy and/or electronically by the College.
10. I will not enter games into the computers and will abide specifically by College game policy statement as posted in hardcopy and/or electronically.
11. If I have any questions or doubts about using a computer account or file, I will ask the appropriate College personnel before I try.
12. I understand the College monitors SYSTEM use; keeps and audits detailed records of computer sessions and the contents of SYSTEM storage.
13. I will not let anyone else (including family) use this computer account.
14. I understand that each computer account is assigned to a specific individual who is responsible for it. I understand that non-class and non-group computer accounts are derived from the last name of the user.
15. I will respect all copyrights.
16. I am responsible for everything that happens under this computer account and will notify the College if I suspect anyone else has used this computer account.
17. I understand that the College and/or its employees are not liable for any accidental loss of data.
18. I will not knowingly gain access to, attempt to gain access to, or cause access to be gained to any SYSTEM, without or beyond the scope of the consent of the owner of the SYSTEM, or other person authorized to give consent by the owner.
19. I will not knowingly alter, delete, or destroy data, information, or programmatic instructions contained on or in a SYSTEM without or beyond the scope of the owner of the SYSTEM, or other person authorized to give consent by the owner.
20. I will not knowingly introduce a set of instructions, programmatic or otherwise, into a SYSTEM that will cause the SYSTEM to do things unwanted by the owners thereof.

21. I will not create, on the College premises, or using property belonging to the College, a set of instructions, programmatic or otherwise, that will cause a SYSTEM to do things unwanted by the owners thereof. Examples of the three previous items include, but are not limited to, computer "viruses", "Trojan Horses", "time bombs", "Logic Bombs", and "worms".

22. Whenever using on-campus and/or off-campus networks, I agree to abide by their rules.

23. When using a SYSTEM with the UNIX operating system, I understand and agree to abide by the College contracts.

24. If a computer is replaced by another, I understand these regulations apply also to the replacement.

25a. **STAFF** I understand that these computer accounts expire on June 30th, and that unless renewed by the College Computer Services, will be deleted. These accounts will no longer be valid and subject to deletion if my association with the College is terminated. Access to these computer accounts may also be revoked for a violation of security provisions.

25b. **STUDENTS** I understand that these computer accounts expire one week after the last day of the current quarter, and that unless I register for additional classes will not be renewed by the College Computer Services and all information will be deleted. These accounts will no longer be valid and subject to deletion if my association with the College is terminated. Access to these computer accounts may also be revoked for a violation of security provisions

----- C U T H E R E -----

I have read, understood, and agree to abide by the points included in the **Application for Individual Computer Account**. I acknowledge that failure to comply with any of the points is a violation of College policy and makes me subject to disciplinary and/or legal action by the College.

\_\_\_\_\_ Date \_\_\_\_\_

Signature

\_\_\_\_\_

Please Print (Last) (First) (MI)

\_\_\_\_\_

Home Address

\_\_\_\_\_

City, State, Zip

Phone # \_\_\_\_\_ SSN \_\_\_\_\_ Major \_\_\_\_\_

Please circle one:    Student        Faculty        Staff        Other \_\_\_\_\_

If Student, include Student ID number (from class schedule) \_\_\_\_\_

For what purpose(s) do you want this/these computer account(s)?

\_\_\_\_ Library Services (OhioLINK)        \_\_\_\_ Internet/Email  
\_\_\_\_ Advising                                \_\_\_\_ Lab Work                                \_\_\_\_ Administrative Computing

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

**When this form is completed, please return just the bottom portion to the Computer Services in B309 at Terra Community College.**