

Request for Alumni E-Mail Account

ETHICS OF COMPUTER USAGE

The computer facilities at St. Mary's College of Maryland provide a vital service to the entire campus community. Adherence to certain rules of courtesy and ethics is essential to maintaining the integrity of our computer systems. Technology Services (TS) considers it a serious offense for any user to attempt to degrade the performance of the system, to seek to penetrate its security, or, in any way, deprive or attempt to deprive other users of resources or access to the computer facilities. In short, we ask all users to refrain from abusing their computer privileges.

The following activities are examples of violations of courteous and ethical conduct:

- Altering the equipment or modifying the operations of any TS equipment;
- INSPECTING, modifying, or copying data or programs without authorization from the owner;
- Using the electronic mail system to send abusive, obscene, or otherwise harassing communications;
- Using the computer system for commercial purposes;
- Specifying false or misleading identification when required to do so for any purpose associated with the use of the computer system;
- Attempting to penetrate or alter computer security mechanisms or gain access to restricted information;
- Using another person's account without the explicit permission of the Director of Technology Services;
- Engaging in any activity which deprives others of their privileges on the computer system.

There are three additional important considerations:

1. As a matter of general policy, files stored on the system are not examined. However, users are advised that their files are copied onto magnetic tape as part of the normal backup procedures. They are also advised that their files may actually be examined by the Director of Technology Services (or his designate) if evidence exists that such an intrusion is warranted.
2. Users are reminded that data is collected daily which permits the analysis and accounting of the system's use. While the assimilation of these data is not routinely announced to users, no attempt is made to conceal the fact of their collection.
3. Users are required to change their passwords every 90 days to reduce security risks. The TS office will notify users of pending scheduled changes, but it remains the users responsibility to keep their account current by adhering to the policy.

The above is a statement on the ethics of computer use and constitutes the policy of TS. All users of the St. Mary's College computer facilities are responsible for understanding these principles. St. Mary's College of Maryland's Information Technology Services reserves the right to deny access to any account, without prior notice. Persons discovered in violation of the principles stated above will be suspended and will be reported to the appropriate judicial authorities.

Signature: _____	SSN (last 4 numbers only): _____
Print Last Name: _____	Class Year: _____
Print Middle Initial: _____	Home Phone#: _____
Print First Name: _____	Address: _____
Student: [<input type="checkbox"/>] Alumnum: [<input type="checkbox"/>] Trustee: [<input type="checkbox"/>]	_____

Approval: _____ Date: _____
Alumni Office (Signature)

**** This form must be returned to the Alumni Office for approval.**

