St. Mary's College of Maryland
Student Request for Computer Account

First Name: _____ **Middle Initial:**____ **Last Name:**_____

SMCM ID #:_____ **Res. Hall/Building:**_____

Phone #:_____ **Room #:**_____

Access requested (check all that apply):

[ ] Campus network & Outlook e-mail   [ ] Web Page account   [ ] Campus Information System *(see reverse)*
                                                                                        Not available to students

Signature:_____ **Date:**_____

For Computer Center Use Only:

Current SMCM status verified: [ ] Yes [ ] No

[ ] Network / Gmail Access   LAN Administrator_____
    User name:_____   Password:_____
    Domain: SMCM   Web address:_____

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Gmail / Blackboard / Network Username:_____ **Password:**_____

Domain: SMCM   E-mail address:_____**@ smcm.edu   SMCM ID#:**_____

Ethics of Computer Usage

The computer facilities at St. Mary's College of Maryland (SMCM) 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. SMCM considers it a serious offense for any user to attempt to degrade the performance of the system, to seek to penetrate computer 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:

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

There are two 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 computer system administrator 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 this data is not routinely announced to users, no attempt is made to conceal the fact of their collection.

The above is a statement on the ethics of computer use and constitutes the policy of SMCM. All users of the SMCM computer facilities are responsible for understanding these principles. SMCM reserves the right to deny access to any account, without prior notice. Persons discovered in violation of the principles stated above will have their access privileges suspended and will be reported to the appropriate judicial authorities.

Data Privacy and Appropriate Use

SMCM has a Campus Information System (CIS) which includes data that is needed to conduct the business of the College. The College endeavors to maintain the security of the system, and to provide employees --including student employees-- with information on a need-to-know-only basis. However, employees should be aware that some personal information, such as Social Security number, home address, phone number, and birthdates may be viewed by College employees or other authorized system users in the course of conducting College business. Inappropriate and unauthorized use of such information includes use of that information for non-College business purposes or passing information to another College employee who does not have the need to know or to any person outside the College who does not have a right to know. Unauthorized use of another's personal or proprietary information will result in disciplinary action, which may include termination of employment.

Anyone with a question about this policy or concerns about unauthorized use of confidential data should contact the Director of Personnel Services, who is charged with monitoring compliance.

I hereby acknowledge receipt of these SMCM Computer Usage Policies and agree to comply with them.

Print Name: _____

Signature:_____   **Date:**_____