

BROWARD COLLEGE
Information Technology
(Novell/Mainframe/Groupwise)
COMPUTER NETWORK SECURITY REQUEST FORM

Add User

A – User Information - Fill out options: A,B,C,D,&E

- ❶ Full Name: _____ SS# _____
- ❷ Title: _____ ❸ Department: _____
- ❹ Campus: Central Commercial DTC CHSE North South Overseas Ctr. Pines Ctr. Miramar
- ❺ Location: (Bldg.#) _____ (Room#) _____ ❻ Phone#: 954-201- _____ ❽ Fax#: 954-201- _____
- ❽ Job Title/Position: Full-Time Career Employee Part-Time Career Employee Administrator
 Full-Time Faculty Adjunct Faculty Student Worker
 Outside Consultant

B – Groupwise Email Access

- Yes, Groupwise Access No, Groupwise Access

C – Faculty Web Page Access ** (Only full-time Faculty and adjuncts are eligible for personal web space)**

- Yes, I will require access to create/maintain my own personal web space on the Broward College site.
 No, I will not require access to create/maintain my own personal web space on the Broward College site.

**D – Mainframe Access - Note: *User ID:* will be the 1st initial of first name, plus seven characters of last name
Password: must be 5-8 alpha/numeric characters**

- Production Password: _____
- Test Password: _____

E – Employee & Supervisor Authorization

User Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date: ____/____/____

Please Print Name: _____

Notes:

For special situations/circumstances:

Authorized Supervisor Signature Date: ____/____/____

*Keep a copy of this form for your records. **Send the completed and signed form to: Help Desk, DTC***

Broward College
Fair Use Guidelines and Security Agreement
Governing the use of

The College's Computing Facilities, World Wide Web Site, and Email Accounts

The purpose of this agreement is to maintain a usable computing environment for all users. The System Administrators have the authority to disable logins immediately for failure to comply with this agreement. The department must be strict in these matters, not only because of the real value of facilities, but also because their integrity is critical for the research and instructional activities of the faculty, staff, and students. These rules apply to any system on the Broward College Collegewide Network.

- 1) All usage of these facilities must be **consistent with the business of the college**:
 - a) Information placed on the system may relate only to charitable, educational, scientific, cultural, social, or economic matters
 - b) Use of the system for any personal profit-oriented, commercial, or business purpose is strictly prohibited.
 - c) Additionally, obscene or slanderous statements are strictly prohibited.
 - d) The System Administrators, in their sole discretion, may delete any information which may violate the College's standards. Each person who inputs data is solely responsible for any obscene, slanderous, profit-oriented, business, or commercial material placed on the system and shall indemnify the College for any damage and/or injury resulting from same.
- 2) All computer accounts (logins) are for the use of a single individual, the person for whom the account was approved. **Sharing or loaning accounts is strictly prohibited.**
- 3) Use of these facilities to gain unauthorized access to any other account, at this facility or any other facility, is expressly prohibited.
- 4) These facilities may only be used for lawful purposes. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material (unless authorized by the copyright holder), threatening or obscene material, or material protected by trade secret or unfair trade practices laws.
- 5) Use of the other organization's networks or computing resources must comply with the rules for that network.
- 6) Consideration of others' use of the computing resource shall be made.
- 7) The following activities are **prohibited**:
 - a) Storing, posting, or displaying obscene or offensive data, even temporarily, in areas where one might view them passively or inadvertently.
 - b) Any activities which adversely affect the reputation or image of this organization. Such activities must be viewed in context with their audience.
 - c) Transmitting unsolicited material such as repetitive mass emailings ("Spamming"), chain messages, or advertising for private purposes.
 - d) Attempts to circumvent established security procedures or to obtain access privileges to which a user is not entitled.
 - e) Attempts to modify computer systems or software in any unauthorized manner.
 - f) Unauthorized access, alteration, or destruction of another user's data, programs, or electronic mail.
 - g) Attempts to obtain unauthorized access to either local or remote computer systems or networks.
 - h) Attempts to adversely affect the availability or quality of service of the Broward College Network.
- 8) The College will provide licensed software for College owned personal computers as part of the Broward College standard PC configuration. Any additional software installed on a personal computer will be the responsibility of the department or individual. The individual will be held responsible for any unlicensed software installed on their workstation. Software may only be installed in strict accordance with the license agreement accompanying the software.
- 9) MacIntosh users do not have the option of utilizing a standard image which contains licensed software to the College. Microsoft Office for Mac is the only College licensing provided. Therefore, the licensing for any software installed on the MacIntosh computer is the responsibility of the department or individual.
Software may only be installed in strict accordance with the license agreement accompanying the software.

I understand and will abide by the above terms and conditions for use of these facilities. If the propriety of any situation is unclear, I will ask for clarification from the System Administrators rather than making any assumptions.

Supervisor	
Printed Name: _____	Phone: _____
Signature: _____	Date: _____
Applicant	
Printed Name: _____	Phone: _____
Signature: _____	Date: _____
Campus/Bldg/Room: _____	Dept: _____