

E-mail/Network Account Application

Application Date: _____	
First Name: _____	Last Name: _____
Drury ID Number: _____	Home Phone Number: _____
Home Address: _____	

Please check the appropriate box below (student, faculty, staff) and complete only that section:

<input type="checkbox"/> Student	Residence: <input type="checkbox"/> Off Campus <input type="checkbox"/> On-campus (building/room _____) <input type="checkbox"/> Day Student <input type="checkbox"/> Evening Student Campus Phone Number: _____ Class (please check one): <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Campus: <input type="checkbox"/> Springfield <input type="checkbox"/> Aurora <input type="checkbox"/> Ava <input type="checkbox"/> Cabool <input type="checkbox"/> FLW <input type="checkbox"/> Lebanon <input type="checkbox"/> Rolla <input type="checkbox"/> Stockton
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<input type="checkbox"/> Faculty	Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Adjunct Department: _____ Location: _____ Phone Number: _____ Campus: <input type="checkbox"/> Springfield <input type="checkbox"/> Aurora <input type="checkbox"/> Ava <input type="checkbox"/> Cabool <input type="checkbox"/> FLW <input type="checkbox"/> Lebanon <input type="checkbox"/> Rolla <input type="checkbox"/> Stockton
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<input type="checkbox"/> Staff	Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary Department: _____ Location: _____ Phone Number: _____ Campus: <input type="checkbox"/> Springfield <input type="checkbox"/> Aurora <input type="checkbox"/> Ava <input type="checkbox"/> Cabool <input type="checkbox"/> FLW <input type="checkbox"/> Lebanon <input type="checkbox"/> Rolla <input type="checkbox"/> Stockton
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Computer Services Use only:

User ID: _____	Email address: _____
Date Issued: _____	Requestor notified: <input type="checkbox"/> In Person <input type="checkbox"/> US Mail <input type="checkbox"/> Phone

Please read the Policy and Ethics Statement on the back of this sheet. You are required to sign this statement before receiving an email/network account. Completed forms may be returned to the Computer Services Office in Springfield Hall. Our mailing address is 900 N. Benton Ave., Springfield, MO 65802. You may also fax the form back to 417-873-7835.

Policy and Ethics Statement

For Use of the Computer Resources of Drury University

Statement of User Responsibility:

- Use of Academic Computing resources must be consistent with institutional policies governing how we conduct ourselves as members of the community including policies regarding cheating, plagiarism, harassment and theft. Other campus policies are not altered by the use of computer resources and shall apply to all misuse of the resources. It is the computer user's responsibility to comply with all general campus as well as computing, policies.
- Academic Computing services and resources are made available to support the academic programs and activities of Drury University. User of those services and resources is a privilege that is not to be abused and can be taken away. Any inappropriate, illegal, unethical or immoral use constitutes a violation of this policy whether or not it is specifically identified below. Any activity intended to damage Academic Computing resources or an individual is a violation of the policy.
- Each computer user is responsible for the storage of personal files created in Drury computing facilities. Hard disks will be routinely cleared of files. Under no circumstances will Drury University be held responsible for any files stored on or deleted from its hard disks.
- Each computer user is responsible for taking reasonable care for the security of his/her campus account and password. For example, one should change his/her password frequently; one should not under any circumstances give his/her password to another person.

Examples of Appropriate Uses of Computer Resources include:

- Faculty research
- Student research
- Class assignments
- Instructional use in classes

Examples of Inappropriate Uses of Computer Resources Include:

- It is a violation of university policy to use computer resources for any purpose unrelated to the mission of the university
- It is a violation of university policy to use computer facilities for cheating. This includes unauthorized copying, installation, sending or receiving programs, assignments or files.
- It is a violation of university policy to send unsolicited, annoying or obscene messages or mail to another computer or computer user.
- It is a violation of university policy to display adult web sites (specifically those self-identified as such) or other obscene materials in public labs in view of other users. Such conduct is considered sexual harassment, i.e., an action "that has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile, or offensive academic work environment" (from the college's Sexual Harassment Policy Statement).
- It is a violation of university policy to examine, or attempt to examine, another computer user's files or mail, without explicit permission by the owner of those files or mail.
- It is a violation of university policy to post copyrighted text or images on a web page without the owner's permission.
- Fraudulent use of computer accounts, networks, mail services or other resources is a criminal offense. Missouri state law (RSMo 569.093-569-099) makes unauthorized access and interference with computer systems, computer data, and other computer users illegal.

Privacy Issues and Access to Files on the Campus Servers:

Monitoring of Email and Personal Electronic Files: The university and its staff shall treat all electronically stored information as confidential, examining or disclosing the contents only when authorized by the owner of the information, when approved by appropriate Vice-president, or required by local, state and federal law including, but not limited to laws regarding harassment, libel and defamation of character.

Electronic Mail (E-mail): The E-mail system at Drury is here to provide a convenient (not necessarily confidential) way of communicating between students and faculty, between colleagues and between friends. It is expected that Drury computer users will use common courtesy in the use of E-mail. Examples of inappropriate use include: - Re-posting (forwarding) personal communication, intended to be confidential, without the author's prior consent - "Chain letters," "broadcasting" messages to lists of individuals, and other types of use which would cause congestion of the networks or otherwise interfere with the work of others are not allowed.

Privacy: Electronic mail (e-mail) is a form of public communication and cannot be guaranteed to be private. Be discreet - Issues of personal privacy and data confidentiality are very important to the university. Personal data will only be accessed in accordance with Part IV., section A. - The systems and network administrators do have access to all files stored on the university servers. However, these individuals are prohibited from accessing personal files except as otherwise stated in part IV., section A.

Intellectual Property: All communications and information accessible via the Internet should be assumed to be copyrighted and should be accessed and re-distributed using regular copyright rules. When sources found on the Internet are cited, the name, date and location of the information must be included.

Compliance Procedure:

- Inappropriate uses of computer resources should be reported to the Director of Academic Computing or Director of Computer Services.
- Anyone discovered to be hindering normal operations or making inappropriate use of computing resources will be contacted and appropriate action taken.
- Upon report of a violation, the user may be denied access to Drury computing facilities. All pertinent information on the alleged violation will be given to the Dean of Students and/or the Dean of the university, who are in charge of the judicial review process.

Statement of Agreement:

I have read, understand, and will comply with the policies listed above.

Signature: _____

Date: _____

Print Name: _____

Drury ID: _____