**UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

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SANTA BARBARA • SANTA CRUZ

**MATHEMATICS**

**SANTA BARBARA, CA 93106-3080**

# Computer Account & Access Request Form

This form is required for any guest or member of the Department who wishes to access any Department computer or network resource. Please complete and return the completed document to the Systems Administrator.

***Before completing this form you will need to create a UCSBnetID. You can do this in UCSB Identity Manager, at https://secure.identity.ucsb.edu/manager/***

**Please complete all of the following questions. Do not leave any blank.**

What is your full Name? (First, Initial, Last, Title)

What is your primary position within the Department?

☐ Faculty ☐ Permanent Staff ☐ Student Staff ☐ Visitor

☐ Graduate Student ☐ Undergraduate ☐ Guest ☐ Visiting Professor

What is your UCSBnetID (the username you created in Identity Manager)?

What would you like your departmental email address to be (does not have to be the same as your UCSB ID)?

| | |
|---|---|
| First choice: | @math.ucsb.edu |
| Second choice: | @math.ucsb.edu |
| Third choice: | @math.ucsb.edu |

**Please sign and date this form.**

Signature _____ Date _____

*By using any Department computer or network resources, you automatically agree to the Department policy regarding their use located in the backside of this form. You can obtain an extra copy of this policy from the Department office. The policy is subject to change without notice. Further information regarding information technology policies may be found at the following site.* www.oit.ucsb.edu/security/policies.asp

# Computer Use Policies

*These rules apply to you when you use Department computer or network resources. They apply when you access Department resources from an outside location, and when you use outside resources via Department equipment. They apply for any program, data or transmission which you create, alter, view or invoke. By using Department system resources, you automatically agree to this policy.*

1. Users have a certain right to the privacy and integrity of their computer account. You may not alter, destroy or view the data, transmissions or programs of any user without their permission. The ability to alter, destroy or view these files does not constitute permission to do so.
    a. That said, the Department cannot guarantee the privacy or integrity of your account. Although the system administrator will do what is reasonable and customary to protect you, the nature of computer security and backup systems puts your account in danger. If you are worried about it, do not keep private, sensitive or personal information on the computer. Make frequent backups, and paper copies of critical data.
    b. Furthermore, you should be aware that most data, transmissions and programs on Department computers are University property, and therefore a matter of public record.
    c. Finally, the system administrator may alter, view or destroy data, transmissions or programs in the course of performing his or her duties. In all cases, the system administrator will use the least invasive method possible.
2. Users have a right to use computer and network resources to get their work done. You may not, through maliciousness, ignorance or neglect, degrade or destroy access to or performance of system resources to other users' detriment. Specifically, you may not monopolize bandwidth, processor cycles, disk space, memory devices, or phone lines.
3. Users have the right to sit down to a working computer. You may not occupy more than one system console at a time, and you may not reserve or "take over" any console by locking the screen or by placing "don't use me" signs on the machine. Long running calculations should be run in the background on Unix machines only. Macintosh computers are not meant for long term computation.
4. Users have an obligation to uphold system security. We encourage you to better educate yourself on how to do so. You may not give unauthorized access to system resources to anyone. You may not allow another person to use your account, nor use theirs. You may not compromise yours or someone else's password. You may not alter, explore or destroy system security. You may not use a computer unless you specifically have been given access to it, even if its security system allows you to do so.
5. Users have an obligation to protect department facilities. You may not give out your alarm code or door code to any person, nor use theirs. You are expected to keep the computing labs and facilities in a clean and orderly state, and secure windows and doors after hours. You may not remove manuals, computers or other objects from the labs and rooms without permission.
6. Use of Department resources is for academic and research purposes of the Department. No one who is not a department member may use any system resource without the permission of the Chair and Management Services Officer. You may not use any system resource for commercial or political gain. We acknowledge the benefits of leisure and exploration. However, we ask that you relinquish computer resources to others when they have an academic or research purpose, and you do not.
7. Users have a right to a safe and comfortable working environment. You may not use system resources to harass, slander, or libel another person. Repeated, unsolicited communication may constitute harassment. Public display of graphics, printouts, sounds or text should conform to community standards.
8. Violation of these rules will incur punishment, as determined by Department faculty and staff, and University officials. Breaking these rules may constitute a violation of State or Federal Law.

*I have read and understand the above policies.*

Signature:_____Date:_____