

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Department: \_\_\_\_\_ Office Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

Current Email Address: \_\_\_\_\_ Adjunct Inst Preferred Email Address \_\_\_\_\_

Type of Employee:    Faculty                                  Administrative                                  Other

**Signing below signifies that the user has read and understands the following:**

1. Administrative computing resources are defined as any computing / network services administered or provided through the Office of Information Technology. Specific definitions of computing terms as used in this document may be found in Louisiana R.S. 14:73.1.
2. Users may use only the computer User Account(s) provided to them and will take the responsibility to protect their account from unauthorized access by other individuals. This regulation is primarily intended for the protection of the account and of the associated data. If a user becomes aware of attempts to violate or bypass these security mechanisms, they are obligated to report such attempts to the Office of Information Technology. (See LA R.S. 14:73.4 and R.S. 14:73.5)
3. Users will respect the privacy of information stored using LSUE's computing facilities. Users may not acquire or modify, in any way, information that they are not explicitly authorized to access. Information which has been acquired or modified remains the possession of the original owner and may not be further distributed or modified without the explicit permission of the original owner. This is intended to protect confidential records as well as an employee's intellectual property rights. (See LA R.S. 14:73.2 , R.S. 14:73.5 and the Federal Educational Rights and Privacy Act - FERPA)
4. Inappropriate use of the Internet and other networks to which LSUE is directly or indirectly connected will be deemed abuse of computer privileges. Examples of inappropriate use of the networks are participation in network activities that place a strain on limited computer resources, the sending of obscene and/or harassing messages to other individuals on the network, and the unauthorized access or attempted access of another network computer system from LSUE computer resources. (See LSUE Policy Statement No. 58 for issues relating to "Academic Freedom")
5. Users must abide by any patent or copyright restrictions which may relate to the use of computing facilities, products or documentation. Users may not copy, disclose, modify, or transfer any such materials that they did not create, without the express consent of the original author or copyright holder. Users may not use LSUE computing facilities or equipment to violate the terms of any software license agreement, or any applicable local, state or federal laws. (See U.S. Copyright Act as Amended, &sect;117. Limitations on exclusive rights: Computer programs)
6. LSUE's computing equipment or software may not be used for any form of private financial gain. (State of Louisiana's Code of Governmental Ethics, R.S. 42:1101 thru 42:1169)
7. Access to LSUE's computing facilities by unauthorized persons or for unauthorized purposes is forbidden.
8. Sensitive data may not be used in a context not explicitly authorized. (See the Federal Educational Rights and Privacy Act - FERPA)
9. Users of administrative computing resources at LSUE must also abide by The LSUE Policy Statement Manual, Louisiana House Bills 1801 and 430, LA R.S. 14:73 Subpart D, Title 18 of U.S. Code 1030, Title 18 of the U.S. Code 2701 as well as other state and federal laws governing the use of computing and networks.

*Violations of the policies described above for the legal and ethical use of computing resources will be subject to the normal disciplinary procedures of the university and, in addition, the loss of computing privileges may result. Illegal acts involving LSUE computing resources may also be subject to prosecution by state and federal authorities.*

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

-----For OIT use only-----

Username: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_