

# Cyclotron Institute



## Cyclotron Computer Account Request Form

\_\_\_\_\_  
APPLICANT'S FIRST NAME

\_\_\_\_\_  
APPLICANT'S MIDDLE NAME

\_\_\_\_\_  
APPLICANT'S LAST NAME

Requested Account Activation Date: mm / dd / yyyy

Alternate Email Address: \_\_\_\_\_ NetID: \_\_\_\_\_  
(Any other Email address where you can be contacted, if available)

### Statement of Responsibility

Upon receiving permission to access the Cyclotron Institute network and resources, I acknowledge my responsibility for strictly adhering to the Texas A&M University System Rules and Regulations, as well as State and Federal regulations. I understand that I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code), if I gain or help others gain unauthorized access to the Cyclotron Institute network and resources. I agree that I shall not attempt to circumvent the computer security system by using or attempting to use any unauthorized information or transactions. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my username or my password. By signing this form, I am agreeing to take reasonable steps to protect my password.

### Non-Disclosure Statement

I acknowledge my responsibility to keep private any information (personal, student, or otherwise) that may be deemed sensitive or confidential in nature that I have not been previously authorized to disclose. I understand that I will be subject to disciplinary action and criminal prosecution to the fullest extent of the law if I gain or help others gain unauthorized access to or make public in any way sensitive or confidential information.

\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
APPLICANT'S SIGNATURE

mm / dd / yyyy  
DATE

\_\_\_\_\_  
CYCLOTRON FACULTY SPONSOR'S NAME

\_\_\_\_\_  
CYCLOTRON FACULTY SPONSOR'S SIGNATURE

mm / dd / yyyy  
DATE

**Please Submit this completed form to JEROME GAUTHIER, room 320, ROBERT BURCH, room 318, or KRIS HAGEL, room 314.**

### For Office Use Only:

Activation Date:

Assigned Username:

Assigned UIDNumber: \_\_\_\_\_

Group Assigned To: \_\_\_\_\_

# Cyclotron Institute



## Employee/Student Code of Computing Ethics

The Cyclotron Institute employees are subject to a high standard of computing ethics to ensure the privacy and security of data for the faculty, staff, and students of the Institute. Because of this high standard, employees and students are expected to adhere to a code of computing ethics. This standard of conduct is provided to all Institute employees, full time and part time, as well as students and is to inform employees and students of their responsibilities with regard to computer security and privacy issues. These responsibilities include the employees' and students' accounts and access to the Cyclotron Institute network and resources.

### The standards of computing ethics for the Cyclotron Institute are:

- A computer account is to be used only by the authorized user of the account.
- Your computer account is to be used only to support the completion of your assigned duties or class work as a Cyclotron Institute employee or student. Incidental personal use of computing resources is permitted as defined in University Rules 33.04.99.M3. Personal use of computing resources, which cannot be categorized as incidental, should be guided by System Ethics Policy 07.01, subsection 8.4 (I).
- Passwords for assigned accounts are not to be given to any other person.
- You are responsible for changing your passwords in accordance with the security policies of the department.
- Restrictions associated with the computer account authorized for your use will be followed.
- Programs, files, e-mail, or data belonging to others will not be accessed, altered, or copied without prior authorization from the owner. In general, this authorization must be in writing. Routine maintenance is exempted from this requirement. In most cases where system integrity is an issue, immediate intervention may be taken. Such intervention is to be limited in its scope and is to be reported to the Computer Support Group as soon as practical.
- Software license and copyright conditions must be taken into consideration: Employees and students must be aware of and comply with software license and copyright conditions.
  - Texas A&M University licenses software from a variety of companies. In general, Texas A&M University does not own this software or related documentation and, unless authorized by the software owner, does not have reproduction rights.
  - Texas A&M University purchases software or the right to use software from a variety of companies. The copyrights for the software and documentation must be respected.
  - With regard to use on local area networks or on multiple machines, employees and students shall use the software only in accordance with the license agreement.
  - Employees or students shall not be party to unauthorized use or copying software. The Cyclotron Institute employees and students are cautioned that any violation of the computer ethics standards contained in this document may be grounds for disciplinary action. Depending on the seriousness of the violation, such actions may include termination of employment, dismissal from the university, financial restitution for unauthorized use of services, and misdemeanor or felony charges in a court of law.
- Faculty, staff, and students are expected to conduct themselves in accordance with the regulations and responsibilities as published in the Texas A&M University Rules. Student employees are expected to conduct themselves in accordance with the Texas A&M University Student Rules.

*I have read* the preceding Employee Code of Computing Ethics and understand the standards of conduct expected of me as an employee or student of Texas A&M University.

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APPLICANT'S NAME

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APPLICANT'S SIGNATURE

mm / dd / yyyy

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DATE