Mississippi Valley State University
Email Account Request Form

Please submit a fully completed form to the Department of Academic Computing Services along with a photo copy of you University ID Card. Please allow 5-7 days for the account(s) to be created. You may call 662-254-3744 to check the status of your account(s). Before this form will be PROCESSED, you must have a SIGNED MVSU APPROPRIATE USE POLICY form on file (below).

Mr.   Mrs.   Ms.   Dr.   (Circle one)

_____

Last Name   **First Name**   **Middle Initial**

_____   _____

SSN OR Student ID #   **Today's Date**

UNIVERSITY CLASSIFICATION (check one)   undergraduate___ graduate___ faculty___
staff___ other___ non-university___

Estimated graduation date (if student) or_____   *Expiration date (if non-permanent faculty/staff) _____*

_____

Institution   **Department**   **Title**   **Major (if student)**

_____

Phone number   **Fax number**   **E-Mail**

Mailing Address (campus or home)

Applicant Signature Required Here
II have read the MVSU Appropriate Use Policy, understandI have read the MVSU to comply with it.

_____

Name (please print)

_____

Signature   Date

DO NOT WRITE IN THIS SPACE   ACS USE ONLY

USER ID _____

PASSWORD_____

PROCESSEDPROCESSED BY _____

PICKEDPICKED UP ON_____

SIGNEDSIGNED POLICY ON FILE _____

Appropriate Use Policy   Version 1.0

This policy governs the use of computers, computer-based networks, and all related equipment administered by Mississippi Valley State University. Under the federal statutes and the sections of the Mississippi code that regulate the use of these resources, MVSU is required to ensure that this equipment is used properly and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, IHL/University policy and a productive work environment.

General Principle

Appropriate use reflects academics honesty and ethical behavior, and demonstrates consideration in the consumption of shared resources. It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

Authorized Use

Individuals may use MVSU computing facilities only with the express authority of MVSU. Using an account that belongs to another individual or giving an individual other than the owner access to an MVSU account is prohibited. MVSU management authorizes system accounts and the use of lab facilities. In certain cases, such as with remote visualization facilities. MVSU management may designate an appropriate agent to authorize accounts. Authorized users of MVSU computing facilities include:
1. The faculty, staff, and students of the state supported universities governed by the Mississippi Board of Trustees of Institutions of Higher Learning (IHL).
2. Pre-approved individuals associated with other state supported educational institutions (e.g, high school teachers and students working on special projects).
3. Other outside, pre-approved clients.
Appropriate use of MVSU computing facilities includes:
1. The support of instructional activities (e.g., to complete class projects or conduct activities relevant to class work).
2. The support of institutionally sponsored research by authorized users.
3. The facilitation of official work of state and university offices, departments, agencies, and sanctioned campus organizations.
4. MVSU computing facilities are not to be used for commercial purposes of financial gain except in pre-approved circumstances. MVSU computing facilities are not to be used for partisan political purposes.
5. MVSU computing facilities serve diverse purposes and diverse constituencies, and rules for use may vary somewhat across systems and labs. Activities having valid educational benefits, but which are however, they may be limited or banned on certain systems at the discretion of MVSU management, according to system load and system function. For example, due to the limited number of stations, game playing and computer chatting in MVSU labs is strictly prohibited, unless the activity is required as part of a university course. System and lab dependent policies are communicated to users through on-line messages, news items, and lab postings. Compliance with the MVSU Appropriate Use Policy requires compliance with all system and lab dependent policies.
6. Misuse or abuse of MVSU computing facilities is a violation of the MVSU Appropriate Use Policy; violators are subject to the suspension or revoking of computing privileges, disciplinary action, and criminal prosecution in case of violations of state or federal law.

Computer Software Usage

MVSU computing facilities utilize many software applications, with a wide range of license and copyright provisions. Users are responsible for availing themselves of appropriate information and complying with the license and copyright provisions of the software that they use.
Mississippi Valley State University prohibits the unauthorized copying or electronic
transmission of copyrighted computer software, computer data, and software manuals at Mississippi Valley State University unless appropriate written consent is obtained from the software vendor or licensor.
Such unauthorized duplication is grounds for disciplinary action by the University and is subject to criminal prosecution under Mississippi Computer Statutes, as well as under the Federal Computer Fraud and Abuse Act of 1986.

Users Responsibilities

Respect the integrity of MVSU computing environments and computing environments reachable by MVSU network connections.
1. No individual shall, without authorization, access, use, destroy, alter, dismantle or disfigure MVSU technologies, properties or facilities. If an individual encounters or observes a vulnerability in system or network security, then that individual must report the vulnerability to MVSU management. Individuals must refrain from exploiting any vulnerabilities in security.
2. No individual shall use MVSU computing facilities to gain illegal access or entry into other computers. MVSU users must follow any policies governing the use of any remote hosts accessed.
3. Respect the privacy of other individuals.
4. Files belonging to individuals are to be considered private property unless explicit authorization is given by the owner of the files. That a user can read a file does not mean that a user may read a file. The ability to alter a file does not give a user the right to alter a file.
5. Respect the finite capacity of systems.
6. No individual shall monopolize or hoard resources, including lab stations (PC, Workstations, Terminals), printing facilities, dial-in connections, limited - use software licenses , and system resources such as CPU, disk, memory, and Cray Solid state Storage Device(SSD).
7. Use computing facilities in a manner that promotes a productive and professional working environment - locally, nationally, and internationally.
Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research.
8. Individuals should not use electronic communications systems such as E-mail to harass others or to interfere with their work. Other examples of misuse include: sending messages, mail or communications of any kind to persons who have not requested it or who cannot be reasonably expected to welcome such communications; printing or displaying materials that are unsuitable for public display or that could create an atmosphere of discomfort or harassment for others.
9. MVSU computing facilities are not to be used in a wasteful or frivolous manner (e.g., tying up system or network resources with computer based game playing, sending trivial or excessive messages, printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are available, etc.).
10. Protect Your Account. Even the best computer systems cannot protect the individual who fails to conceal his or her password. To prevent abuse of your account, physically protect you session, never record a password where it can be found, and never reveal your password. Follow MVSU guidelines for password selection and change your password often. Inform MVSU when you leave you institution so that your account may be properly closed. Failure to act responsibly in the use of MVSU computing facilities is a violation of the MVSU Appropriate Use Policy; violators are subject to the suspension or revoking of computing privileges, disciplinary action, and criminal prosecution in cases of violations of state of federal law.

MVSU Rights and Responsibilities

Acknowledgment of this policy statement authorizes appropriate MVSU system or network personnel, under the direction of MVSU management, to examine user files and activities, if necessary. No guarantee of complete privacy is made MVSU management reserves the right to stop any process, restrict any individual s use, inspect, copy, remove or otherwise alter any data, file, or system resource that may undermine or adversely affect the overall performance or integrity of the computing facilities. MVSU system and network administrators have taken reasonable precautions to ensure that potentially offensive materials does not reside on local facilities; however, MVSU cannot be held responsible for materials residing on remote sites. Individuals are cautioned to exercise judgment in accessing such materials.

CONSEQUENCES

Violation of MVSU Appropriate Use Policy may result in the following penalties:
1. Suspension for varying amounts of time or the permanent revoking of computing privileges.
2. MVSU management reserves the right to revoke the computing privileges of individuals who disciplinary action is determined.
3. Report of the violation to the appropriate Disciplinary Advisory Committee for the user s institution.
4. Referral to the appropriate law enforcement agency in cases of violations of state or federal law.