

**ACCAD System Account  
Application Form**

The ACCAD account you receive will include disk space on our server, and your OSU email address will be added to the ACCAD student email alias for communication purposes. Logging into your ACCAD account implies agreement with ACCAD's Acceptable Use Policy included with this form and linked at <http://accad.osu.edu/academics/courses.html>

Please print legibly. Incomplete or illegible applications cannot be processed.

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**Date of this application**(m/d/yyyy): \_\_\_\_\_

**Last name** (surname, family name): \_\_\_\_\_

**First name** (given name): \_\_\_\_\_ **Middle initial** (optional): \_\_\_\_\_

**OSU E-mail:** \_\_\_\_\_ . \_\_\_\_\_ @osu.edu

**Buck ID #:** **600908** \_ \_ \_ \_ \_ **000**

Your **BuckID number** is the lower sequence of numbers on your card. This would be the 10 digits inbetween the bolded numbers.

**OSU Identification Number:** \_ \_ \_ \_ \_

On your BuckID card, this would be the top sequence of numbers, either 8 or 9 digits

**OSU Department Affiliation:** \_\_\_\_\_

**I am:**

- OSU Graduate Student                       OSU Faculty                       OSU Staff  
 OSU Undergraduate Student               ACCAD Guest with \_\_\_\_\_

My current ACCAD course is: \_\_\_\_\_

My current ACCAD instructor is: \_\_\_\_\_

<p><b>For ACCAD Course Instructor Only:</b> <b>Graduate</b> students working at ACCAD may be afforded access to ACCAD's collaborative space to work on research or course work. Please indicate if you would like this <b>graduate</b> student to have such access.</p> <p><input type="checkbox"/> Yes, please provide this graduate student with access to ACCAD's Collaborative Space</p> <p><input type="checkbox"/> Please extend this graduate student's access thru _____ (m/dd/yyyy)</p>
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**For ACCAD staff use only**

Date approved and created: \_\_\_\_\_

Assigned username: \_\_\_\_\_

## **ACCAD Acceptable Use Policy, Rev. July 2014**

**PURPOSE** The computer workstations, computing servers, the interconnecting computer network, the Internet access service and all associated hardware, software, data, and provided technology (the "ACCAD Facilities") are purchased, installed, and maintained for the research, academic and administrative activities of ACCAD.

**SCOPE** This Acceptable Use Policy applies to all users of the ACCAD Facilities, including without limitation students, faculty, staff, and guests.

**NOTE: Logging into your personal ACCAD user account signifies that you agree to abide by the following ACCAD policies:**

***PRIORITY USE*** of the Facilities is allocated to academic, administrative or research activities. Maintenance of the computing environment can supersede any other activity, especially in the event of a security breach.

***ETIQUETTE IN THE CENTER:*** All users are expected to respect others when utilizing the Facilities. Disruptive behavior in the Center may result in disciplinary action and loss of access to the facility and user account. Any behavior that interferes with other students, faculty, staff, and associated guests, sponsored or not, and their access to an appropriate educational or work environment is considered disruptive behavior. Users are prohibited from performing harmful actions. Harmful actions include intentional destruction or modification of files and programs leading to serious loss of resources or unnecessary expenditure of human resources such as the time and effort required to restore the facilities to operable status. Use of the Facilities to produce obscene material, attack others, annoy others, harass others, intimidate others or perform any other antisocial act is prohibited. Producing unsolicited mass e-mail to outside the ACCAD Facilities is prohibited. Faculty, students, and staff will comply with all written College and University codes, bylaws, policies and rules as well as all state and federal laws governing the use of computing environments.

***LIABILITY:*** All users are expected to take appropriate care of the Facilities provided. Users are liable for equipment that is lost or damaged by them.

***COMPUTER ACCOUNTS:*** User accounts on the ACCAD computer network are assigned to individuals. Each individual is personally responsible for all computing activity associated with their account. The username and password assigned is for the individual's use only; sharing the password is expressly prohibited. "No one other than you needs your password." Users found to be breaching research or system accounts for intents not within the facility goals will be suspended or removed from the system.

***E-MAIL:*** The ACCAD account you receive will reference your OSU e-mail and you will be added to the ACCAD student e-mail alias for communication purposes.

***SECURITY:*** Any attempt to breach the physical or electronic security of the Facilities is prohibited.

**MODIFICATION OF FACILITIES:** Modification of the ACCAD Facilities without explicit permission of the staff member maintaining them is prohibited. Examples include: installing software; removing software; installing hardware; removing hardware; disconnecting or changing cabling (except when a “patch panel” is provided); other acts that affect any resource of the Facilities.

Utilizing software illegally is expressly prohibited. The usage of licenses within the ACCAD Facilities for software or hardware purchased, or in the process of being purchased, will be only of licenses purchased by or of OSU, departments of OSU, or related entities. Connecting external devices (such as portable hard drives, webcams) is not restricted as long as they comply with the Etiquette section of this document.

**PERSONAL USAGE:** University provided computing resources, like University provided phones, faxes, copiers, etc. are provided for University related purposes, not for personal use. Use of ACCAD’s computing and software resources must comply with University applicable laws, rules, policies, contracts and licenses unless expressly approved by the Director of ACCAD.

**FOR PROFIT USAGE:** Use of ACCAD resources (hardware/software) for personal commercial purposes or for personal financial or other gain is not allowed. Under some circumstances, it may be illegal and ACCAD may pursue prosecution if appropriate. ACCAD’s high end software is purchased under “Educational Use Only” licensing agreements, and may only be used in this manner.

**OFF-SITE SOFTWARE:** ACCAD licensed software might be permitted to be installed on personal hardware. The usage of this software will comply with the other sections of this document. Software gained by ACCAD attendance in student software programs (e.g. Microsoft’s Dreamspark program) will comply with Microsoft’s licensing while also complying with this document, not to override the specific vendor’s or manufacturer’s license terms. Use of this software to compromise OSU or ACCAD related systems are expressly prohibited.

**INTELLECTUAL PROPERTY RIGHTS:** All users are expected to respect the intellectual property rights of others. Unauthorized duplication of copyrighted work beyond “fair use” is prohibited. Unauthorized duplication or unauthorized use of licensed software is prohibited.

**DATA BACKUP:** Regular data backup is performed by systems administration staff on all user home spaces as well as the ACCAD workspace (with the exception of the I: drives in the Video Lab) as a service to full time researchers, student, faculty and staff, and to prepare for unexpected hardware failure. The data backup system can also be utilized on an occasional basis to recover from occasional accidental data loss by any user of the system. There are no exclusions to the automatic backup process. Y:\Scratch is considered a temporary file storage area and should not be relied upon for long-term storage.

**FILE PERMISSIONS:** Users are responsible for selecting the appropriate, desired permissions for their data. Systems administration staff with administrative access are prohibited from accessing data not otherwise available without administrator permission, with these specific exceptions:

1. Data outside the User's home directory
2. Permission of the User, who is present
3. Permission of the User, in writing, with a signature
4. In the course of systems administration (such as for data backup or disk usage)
5. At the formal request of a law enforcement authority or court order
6. With the approval of the Director of ACCAD (in unforeseen situations)
7. The relationship between ACCAD and User has ended.

**DISK USAGE:** Students are expected to manage their own disk space usage so as to not impact others. From time to time, it is expected that a user's disk usage will increase substantially, especially for large projects. Systems staff will accommodate this increase in usage on a project-by-project basis. As a general rule, please keep home space disk usage below 20GB. Should you absolutely need more space for a reasonable time period, please ask faculty or systems staff. Periodically, we will analyze disk usage. Should the systems staff determine that a user's disk usage is negligent, we will ask that the user reduce their footprint. If action is not taken by the user within 2 weeks of notice being sent, data will be removed from the user's home folder at the discretion of the systems staff to accommodate the 20GB threshold.

**ACCOUNT EXPIRY:** User data on the ACCAD computer network will be removed at the end of 3 months (one semester) and/or following a User's disassociation with ACCAD. (e.g., graduation, no longer taking ACCAD classes, completion of ACCAD project, termination of employment, etc.). It is each User's responsibility to remove their data from the network prior to deletion. Account expiration dates are printed at the bottom of your account letter. You are responsible for removing your data before account expiration occurs. Should you need an extension to this time period, you must contact ACCAD systems staff in advance of your account expiration date. We will usually extend your account automatically in the case of re-registering to ACCAD classes until the end of the registered semester.

**VIOLATION:** Your privileges to the Facilities, including a valid username and password for the computer network, may be revoked in response to a violation of this Policy, with or without warning, at the discretion of the Director of ACCAD, the OCIO for OSU, or law enforcement. The Director of ACCAD or administration staff of OSU may also take other appropriate action, including without limitation charges brought before the Academic Misconduct Committee.

**REVISION:** This Policy may be revised at any time without notice. The most recent version may be found linked on the ACCAD web site: <http://accad.osu.edu/academics/courses.html>