

## Non-Smith Novell Account Application

<b>All Applicants</b>				
Name:				
Institution ID#:				
Institution:	Amherst	Hampshire	Mt Holyoke	Umass
	Northampton High		Auditing	
Email Address:				
Phone #:				

<b>Students</b>	<b>Please verify proof of registration</b>
Smith course number:	Instructor name:

<b>Faculty/Staff</b>		
Taking a course.	Teaching a course	Course name:
<b>*Smith sponsored collaborative research or course work:</b>		
Affiliation with Smith College:		
Duration/end date:		
Sponsor name:	Ext:	
Sponsor signature:		

\*To be eligible for a Smith Novell account, you must be actively engaged in collaborative research or course work with a member of the Smith community (your "sponsor") that requires access to Smith IT resources; you must be a 5 College faculty or staff member with a current appointment.

<b>For office use only:</b> Signature of person accepting this form: The person accepting this signed form must: Verify the current active status of the applicant at their home institution Confirm the applicant's course enrollment or sponsorship
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Please note that we cannot process your application until all information has been supplied. Creation of your account will be delayed if information is missing. Please contact the User Support Center at extension 4ITS (4487) if you need assistance with the completion of this application.

**Return forms to: User Support Center – Stoddard Hall**

## Acceptable Use of Computer Resources

Smith College provides computer resources to students, faculty, and staff for academic purposes and for their use on college business. Individual computer accounts, access to electronic mail (e-mail), and space for personal home pages are available at no cost. The College has established standards and policies for the acceptable use of these resources and expects users to be familiar with and honor them.

Actions prohibited by law or College regulations include but are not limited to:

- Sharing your account or password with anyone.
- Use of electronic mail to send chain letters.
- Copying software or documents in violation of copyright laws.
- Infringing upon the rights of other Smith and Internet users, attempting to gain access to other users' accounts, private files, or e-mail, or harassing other users in any way.
- Use of Smith's computer resources to engage in any illegal activity.
- Disclosure of confidential information or invasion of personal privacy.
- Use of computer resources for the purpose of commercial or profit-making activities not relevant to the mission of the College.
- Fundraising and advertising by groups or individuals other than officially recognized campus organizations.
- Inclusion on personal home pages of audio, pictures, videos, movies, or paintings of people without their written consent.
- Use of copyrighted images, text, or software on personal home pages without permission.
- Use of the College's name and logos in ways that suggest or imply the endorsement of other organizations, their products, or services.
- Use of computer resources in such a manner that might cause congestion of the network, or that incapacitates, compromises or damages College resources.

Smith College does not approve of the use of images or text which is abusive, profane, obscene, or sexually offensive in e-mail or on personal home pages.

Violations of college policies are adjudicated according to procedures outlined in the Student Handbook, the Faculty Code, and the Staff Handbook and may result in the removal of computer access privileges and/or more serious sanctions. Some offenses (e.g., copyright violations) are punishable under state and federal laws. The college reserves the right to access the contents of electronic files during the course of an investigation and to disclose the contents during judicial proceedings.

For more information on related college policies and sanctions, please refer to the College's Electronic Mail Policy, Computer Account Application forms and appropriate sections of the Student Handbook, Faculty Code and Staff Handbook. Questions regarding this acceptable use policy should be directed to the Executive Director of Information Technology Services.

I agree to the above user contract. (Your account cannot be processed without your own signature.)

**Signature:**

**Date:**

Date Created:	Preferred setup:	Database:	Notified:
Server information:			
Username:	NW Password:	GW Password:	