MEMORIAL UNIVERSITY

Mednet Account

Computer and Network Services

Health Sciences Information and Media Service

Name (Last, First) _____

Department _____ **Plato Username** _____

Campus Address _____

Telephone No. _____ _____

☐ **Faculty** ☐ **Staff** → **Position** _____

☐ **Student** → **ID No.** _____ **Program** _____ ☐ Undergrad ☐ Graduate ☐ Resident/Intern

☐ **Non-MUN** _____

COMPUTER AND NETWORK USE RESPONSIBILITIES AND USE AGREEMENT

The computer and network facilities at Memorial University are provided for the use of its students, faculty and staff in support of learning, teaching, research and administrative functions. All users are responsible for ensuring that these network facilities are used in an effective, ethical and lawful manner.

The following policies are related to the use of Memorial's computer and network services including those provided by the Health Sciences Information and Media Service (HSIMS) on behalf of the Faculty of Medicine. Your agreement to abide by them is required before request for access to university computing and/or network facilities can be processed.

1. Computer and network facilities are owned by the University and are used for university-related activities only. Hence only faculty, staff and students may access university computer or network facilities. In special circumstances others may be granted access with the approval of the appropriate Vice-President (or delegate).

2. All access to central computer or network systems, including the issuing of accounts and passwords, must be approved by the Dept. of Computing and Communications. All access to departmental computer or network systems must be approved by the apropriate system administrator or authorized representative. All access to administrative systems (e.g. HRS, SRS, FRS) must be approved by the authorized University office that has overall responsibility for the collection, maintenance, and use of the information.

3. All access to networks, such as NLnet and CAnet, through the use of university computing facilities is governed by these policies.

4. Computer or network equipment and accounts are to be used only for the purposes for which they are assigned and are not to be used for commercial purposes or non-university related activities without prior approval.

5. A computer or network account assigned to an individual by the Dept. of Computing and Communications, an administrative office, a department, or HSIMS, must not be used by others. The individual is responsible for the proper use of the account, including proper password protection and insuring that while logged into the account only he/she has access to the account.

6. Programs, data files and network traffic are confidential unless they have explicitly been made available to other authorized individuals. Authorized personnel from the Dept. of Computing and Communications, and departmental system representatives such as HSIMS, however, will monitor facilities use to ensure computer and network system integrity and performance. When performing this task, every effort will be made to insure user privacy.

7. Electronic data communications facilities are for university related activities only. Fradulent, or harassing messages are not to be sent or stored by users.

8. No one should deliberately attempt to degrade the performance of a computer system or network, or to deprive authorized personnel of resources or access to any university computer system.

9. Loopholes in computer or network security or knowledge of a special password should not be used to damage a computer or network, take resources from another user, gain access to systems or use systems for which proper authorization has not been given. The existence of such loopholes/ special passwords must be immediately reported to HSIMS or appropriate representative.

10. Once copyrighted computer software is upgraded, previous versions should normally not be used or be given or sold to others unless explicitly permitted under license.

11. Current students, faculty and staff of Memorial University are permitted to utilize designated computer and network resources in the non-commercial support of their educational, research or administrative programs provided it is done in a manner consistant with the policies outlined in this document. All personal files located on these systems will be considered confidential and access to them is limited to the file owner. The university will make every effort to protect the confidentiality of such files while a student or employee is currently enroled or employed at the university. Once a student or employee is no longer enroled at or employed by the University, the University disclaims any and all responsibility for the files. Upon termination of enrolment or employment, students or employees are required to remove such files immediately unless prior approval has been granted by the Director of Computing and Communications, or delegate, or departmental systems representative (as appropriate) to retain them. Failure to remove files after reasonable period of time may result in their removal by the appropriate systems administrator without prior notification. The confidentiality of such files will be maintained until their removal.

Violation of Policy

Offenses will be dealt with in the same manner as violations for other university policies and may result in disciplinary action in accordance with existing Collective Agreements, Terms and Conditions of Employment or the Code of Disciplinary Procedures for Students. In such a review, the full range of disciplinary actions available, including loss of computer and network privileges for a specified period of time, dismissal from the University, and legal action may be considered. Violations of some of the above policies may constitute a criminal offence.

Services Requested

Assistance is available from the HSIMS Help Line (telephone 777-6721), email: hshelp@mun.ca) or by contacting us in person at the HSIMS office (H1614, Level 1, HSC, across from the Health Sciences Library).

Check off those services which you wish to use. **Note that if you wish to use university central computing or network resources, a separate application form must be filled out.**

Services:	☐ **HSIMS Local Areal Network**	☐ **Remote Access**

Agreement

I accept responsiblity for any computer or network account issued to me by Memorial University, and agree to follow the policies specified above. I agree to keep any password assigned to me confidential and ensure that only I use it:

Name: _____ Date: _____ Signature: _____

Please do not write in shaded area			
Username Issued			
Password			
Hostname issued for your computer			
NIC Ethernet address		Date Recieved	By
		Consultant	MUN ID
Your Internet gateway address		Approved by	Date Processed
		Date Issued	Expiry Date
Your domain Name Server (DNS) address		Comments	