

# Request for NMC Computer Usage

***Please complete this form and bring it with you to check-in for the 2008 MiAPPA Summer Conference.***

Authorization for access to computing resources at Northwestern Michigan College (NMC) requires strict adherence to legal and ethical utilization practices.

The following list, though not covering every situation, specifies some of the responsibilities that accompany computer usage. All users are expected to adhere to these guidelines.

1. Users must use only those computer accounts which have been specifically authorized for their use.
2. Revealing a log in ID and password to another person is not considered authorized use.
3. Users are responsible for all use of their accounts. They are required to take precautions against others obtaining access to their computer resources.
4. Users must not search for access or copy directories, programs, files or data not belonging to them. Programs provided by NMC may not be taken to other computer sites without written approval from the Vice President of Administrative Services.
5. Users should not encroach on others' use of the computer.
6. Users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their accounts.
7. Users must adhere to the rules and guidelines governing privacy and release of student records. For additional information, contact the registrar.

Abuse of computing privileges will be subject to disciplinary action and loss of computing privileges. Violators may be subject to criminal prosecution.

It should be understood that this policy does not preclude enforcement under the laws and regulations of the State of Michigan and/or the Federal Government.

Any questions concerning ethical or legal use of NMC computing facilities should be directed to Computer Services.

*By my signature below, I acknowledge my responsibility to protect the privacy of individual and institutional data and information at Northwestern Michigan College, and agree to abide by established policies, procedures and standards.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

*(Please show your driver's license or other picture identification)*

\_\_\_\_\_  
City, State Zip

Reviewer Initials:

\_\_\_\_\_  
Phone #

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Logon ID \_\_\_\_\_

Password \_\_\_\_\_