



Nueta Hidatsa Sahnish College

E-mail/Network Request Form

FOR USE OF NHSC STUDENTS ONLY

All students must be registered for at least on course at NHSC before submitting this form to the Technology Department. A schedule will be required with this form to verify ID number.

All new and returning students MUST complete this form is to create, delete, or change an account for the Nueta Hidatsa Sahnish College E-mail/Network access. **Please complete this form and return to Technology Department at: sveera@nhsc.edu and heldpesk@nhsc.edu.**

This is a request to: Add New User Delete User Change User Account Name (Current Username: _____)

Please check: I have registered for class(es) (Please attach the copy for your **official** schedule)

I have **not** registered (You may not submit this form. Please register for a course first)

STUDENT INFORMATION (Please print clearly with ink)

FIRST NAME: _____

ID #: _____

LAST NAME: _____

PHONE #: _____

SEMESTER: FALL SPRING SUMMER YEAR: _____ STATUS: FULL -TIME PART-TIME

MAJOR: _____

CAMPUS: _____

ACCOUNTS ARE SUBJECT TO THE FOLLOWING REGULATIONS:

Your account will be disable when you exit (leave the college) or if not used within 180 days. Files from disabled accounts are only kept for one semester and then deleted. You must reapply for new access.

Please read the information on page 2 of this form.

You are required to sign this statement before receiving an email/network account. Completed forms may be returned to the Technology Department or mailed to PO Box 490, New Town, ND 58763.

Technology Department Use Only:

NHSC Student ID#:

E-mail/Network Username: _____

Student is registered for courses for _____ semester. Tech Initial: _____

Date Issued: _____

Tech Staff Name: _____

Acceptable Use Policy of Information Technology Resources

This acceptable use policy governs the use of computers and networks by all persons at Nueta Hidatsa Sahnish College (NHSC). As a user of these resources, you are responsible for reading and understanding this document. If you have questions, please contact the Technology Department at (701) 627- 8056. Nueta Hidatsa Sahnish College encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. NHSC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Terms and Conditions of Use:

- The primary purpose of electronic systems and communications resources is for College-related activities.
- Users do not own accounts on College computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential.
- Each account granted on a NHSC system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for group accounts.
- NHSC cannot guarantee that messages or files are private or secure. NHSC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.
- Users must adhere strictly to software licensing agreements and copyright laws.
- When accessing remote systems from NHSC systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations.
- Any violation of this policy or local, state, or federal laws may be referred to appropriate NHSC offices and/or, as appropriate, law enforcement authorities.

Misuses of NHSC computing, networking, or information resources may result in the immediate loss of computing and/or network access, and may lead to further disciplinary action as well.

Conduct which violates this policy includes, but is not limited to, the following:

- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Using NHSC computers, accounts, and/or networks to gain unauthorized access to College systems or other systems.
- Attempting to degrade performance of NHSC computers and/or networks.
- Attempting to deprive other users of NHSC technology resources or access to systems/networks.
- Copying software protected by copyright, except as permitted by software licensing agreements.
- Using NHSC computers and/or networks to send fraudulent or harassing messages.
- Using NHSC computers and/or networks to create or access materials not related to the mission of the institution.
- Initiating or propagating electronic chain letters (ie: forward to 10 friends or else...).
- Inappropriate mass mailings to newsgroups, mailing lists, or individuals, i.e. "spamming" or "flooding".
- Unauthorized "broadcasting" of unsolicited mail or information using NHSC computers and/or networks is prohibited.

STATEMENT OF AGREEMENT

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH NHSC'S POLICIES LISTED ABOVE.

SIGNATURE: _____ DATE: _____

PRINT FULL NAME: _____