


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:027	Supersedes Policy Number: VII:02:01
Date: August 1,, 1986	Dated: May 18, 1984
Subject: VAX/VMS Academic Timesharing System	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

1. Austin Peay State University faculty and staff members, properly authorized Austin Peay State University students and other persons approved by the Computer Center Users Committee may use this System.
2. This System is primarily reserved for the purposes of academic computing and faculty research.
3. Any student use of the System must have the approval of a faculty member. This faculty member will be responsible for properly informing the student of the policies concerning the use of this System and for instructing the student in its use.
4. Any faculty use of the System must have the approval of the faculty member's departmental chairperson and dean.
5. Any staff use of the System must have the approval of the staff member's department head.
6. Student accounts on the System will be issued upon completion of a STUDENT ACCOUNT APPLICATION (PPM FORM 4:027:a). This form must be signed by the applicant and by his faculty sponsor.
7. Faculty and staff accounts will be issued upon completion of a FACULTY AND STAFF ACCOUNT APPLICATION (PPM FORM 4:027:b). This form must be signed by the applicant, the departmental chairperson, and the dean. (Staff accounts need only user and department head's signatures.)

8. All accounts on the System must have the approval of the Director of Computer Services or his designated representative. An appeal of a disapproval on an account may be made to the Computer Center Users Committee whose decision shall be final.
9. All users will adhere to policies set forth in the REGULATIONS FOR THE USE OF THE VAX/VMS TIMESHARING SYSTEM.

REGULATIONS FOR THE USE OF THE  
VAX/VMS ACADEMIC TIMESHARING SYSTEM

It is important for all Austin Peay State University VAX/VMS (APSUVAX) users to practice ethical behavior in their computing activities. Irresponsible actions by any user may disrupt all other users' work. APSUVAX has the responsibility of securing its computing system to a reasonable degree against unauthorized access while making it accessible for legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them.

The list below constitutes the REGULATIONS for the use of the VAX:

1. Users must use only those accounts which have been authorized for their use.
2. Users are responsible for the usage of their computer accounts. No user should divulge the USERNAME or PASSWORD to his account to another person.
3. Users must use their accounts only for the purposes and in the class for which they were authorized.
4. Approval of the Director of Computer Services is required for the use of the VAX/VMS SYSTEM for any task which is not directly related to APSU either through regular class assignments or research being conducted by students or faculty of APSU.
5. Users must not access, type, print, or copy the programs or data belonging to other users or to APSUVAX unless they have prior appropriate authorization to do so. Users should not attempt to access files for which they do not have authorization.
7. Users must not misuse, damage or misappropriate in any manner computing equipment, property, and other facilities and resources.
8. Each user should purge his directory of all but the latest version of each file in his directory at the end of each terminal session.
9. Each user should be sure that the latest version of each of his files is the version that he wishes to retain since a systemwide purge of all user files is done each night.

## DISCIPLINARY ACTION

Disciplinary action for violating the above regulations shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and personnel policy manuals for Austin Peay State University. The following disciplinary sanctions outline some, but not all, of the actions that may be taken by Austin Peay State University against violators of the regulations:

1. Restitution to the University for damage to or misuse of computing facilities.
2. Reprimand in writing indicating further violation may result in more serious penalties.
3. Restriction of computing privileges for a specified period of time.
4. Suspension of the individual from the institution.

Unauthorized use of computing resources may be adjudged a felony and the individual(s) involved may be subject to legal prosecution.

## STUDENT ACCOUNT APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check One: ( ) New Account ( ) Replacement Account

Social Security No.: \_\_\_\_\_ Dept.: \_\_\_\_\_

Dept. Account No.: \_\_\_\_\_ Class: \_\_\_\_\_

Instructor: \_\_\_\_\_

Purpose: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

A USERNAME and a PASSWORD are required in order to log onto the VAX. All student accounts will use a modified social security number as a USERNAME. The PASSWORD can be any string of 9 or less alphanumeric characters. The USERNAME and PASSWORD below should be remembered by the user.

USERNAME: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

I have read the Regulations for the Use of the VAX/VMS Academic Timesharing System and agree to abide by these regulations while using this System, as well as any added restrictions imposed by my faculty sponsor.

\_\_\_\_\_  
User's Signature

I certify that the above named student has been made aware of all policies concerning the use of the VAX System, that he has been properly instructed in its use, and that his purpose for using the System conforms to the official University policy on the System's use.

\_\_\_\_\_  
Sponsor's Signature-----  
DO NOT WRITE BELOW THIS LINE

OWNER: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

DEVICE: \_\_\_\_\_ DIRECTORY: \_\_\_\_\_ UIC: \_\_\_\_\_

CLI: DCL LGICMD: \_\_\_\_\_ LOGIN FLAGS: LOCKPWD

PRIQ:	4	ENQULM:	0	PBYTLM:	0	PGFLQUOTA:	100000	FILLM:	20
PRCLM:	2	TQELM:	10	WSDEFAULT:	150	BIOLM:	6	SHRFILLM:	0
ASTLM:	10	BYTLM:	4096	WSQUOTA:	200	DIOIM:	6	CPU:	_____

PRIVILEGES: TMPMBX \_\_\_\_\_

FILE PROTECTION: RWED (SYSTEM) RWED (OWNER) \_\_\_\_\_ (GROUP) \_\_\_\_\_ (WORLD)

PURGE ( ) YES ( ) NO PERMQUOTA \_\_\_\_\_ OVERDRAFT \_\_\_\_\_

# FACULTY AND STAFF ACCOUNT APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check One: ( ) New Account ( ) Replacement Account

Dept. Account No.: \_\_\_\_\_ Dept.: \_\_\_\_\_

Purpose: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

A USERNAME and a PASSWORD are required in order to log onto the VAX. You may choose a USERNAME with the approval of the VAX System Manager. The System Manager requests that 9 or less characters of your last name be used as the USERNAME. The PASSWORD can be any string of 9 or less alphanumeric characters. The USERNAME and PASSWORD below should be remembered by the user.

USERNAME: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

Is this a class account where a class of students are given the USERNAME and PASSWORD? ( ) YES ( ) NO If YES:

- (1) Will you change the PASSWORD at the end of each quarter? ( ) YES ( ) NO  
(2) Do you want the VAX System Manager to change the PASSWORD? ( ) YES ( ) NO

If this is not a class account, will anyone else besides you and the VAX System Manager know your USERNAME and PASSWORD? ( ) YES ( ) NO  
Person or persons who will have access to it: \_\_\_\_\_

(Contact the VAX System Manager when the above list needs updating.)

I have read the Regulations for the Use of the VAX/VMS Academic Timesharing System, and I agree to abide by these regulations while using this System.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Dept. Chairperson Signature (faculty)  
Dept. Head Signature (staff)

\_\_\_\_\_  
Dean Signature (faculty only)

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DO NOT WRITE BELOW THIS LINE

OWNER: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

DEVICE: \_\_\_\_\_ DIRECTORY: \_\_\_\_\_ UIC: \_\_\_\_\_

CLI: DCL LGICMD: \_\_\_\_\_ LOGIN FLAGS: \_\_\_\_\_

PRI: 4 ENQULM: 0 PBYTLM: 0 PGFLQUOTA: 100000 FILLM: 20

PRCLM: 2 TQELM: 10 WSDEFAULT: 150 BIOLM: 6 SHRFILLM: 0

ASTLM: 10 BYTLM: 4096 WSQUOTA: 200 DIOLM: 6 CPU: \_\_\_\_\_

PRIVILEGES: TMPMBX \_\_\_\_\_

FILE PROTECTION: RWED (SYSTEM) RWED (OWNER) \_\_\_\_\_ (GROUP) \_\_\_\_\_ (WORLD)

PURGE ( ) YES ( ) NO PERMQUOTA \_\_\_\_\_ OVERDRAFT \_\_\_\_\_