

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: II:04:01 DATE: April 1, 1982
SUPERSEDES POLICY NO.: IV:04:01:01 DATED: August 1, 1981
SUBJECT: Use of VAX/VMS Academic Timesharing System
APPROVED: Robert O. Riggs, President Robert O. Riggs

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 II:04:01: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 II:04:01: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 Computer Center director 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 ACADEMIC 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 Computer Center director 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.
6. Users must not misuse, damage or misappropriate in any manner computing equipment, property, and other facilities and resources.
7. All users must adhere to operating procedures established by the Computer Center while using the System.
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 ACTIONS

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, as well as any added restrictions imposed by my faculty sponsor, while using this System.

 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: DCJ, LGICMD: _____ LOGIN FLAGS: LOCKPWD

PRIO: 4 ENQULM: 0 PBYTLM: 0 PGFLQUOTA: 10000 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 _____

FACULTY AND STAFF ACCOUNT APPLICATION

Name: _____ Date: _____

Check One: () New Account () Replacement Account

Dept. Account No.: _____ Dept. Name: _____

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 entered 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 to the above question:

- (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)

 DO NOT WRITE BELOW THIS LINE

OWNER: _____ ACCT: _____

DEVICE: _____ DIRECTORY: _____ UIC: _____

CLI: DCL LGICMD: _____ LOGIN FLAGS: _____

PRIO: 4 ENQULM: 0 PBYTLM: 0 PGFLQUOTA: 10000 FILLM: 20
 PRCLM: 2 TQELM: 10 WSDEFAULT: 150 BIOLM: 6 SHRFFILLM: 0
 ASTLM: 10 BYTLM: 4096 WSQUOTA: 200 DIOLM: 6 CPU: _____

RIVILEGES: TMPMBX _____

FILE PROTECTION: RWED (SYSTEM) RWED (OWNER) _____ (GROUP) _____ (WORLD)

PURGE () YES () NO PERMQUOTA _____ OVERDRAFT _____