



**Department of Information & Computer Sciences**  
**ICS/LIS Computing Lab Account Contract**

To obtain an account for access to the computers in the ICS Computing Labs, please complete the following:

1. Please read the ICS Educational Computing Policies located on back.
2. Complete this form and turn it in to your instructor or teaching assistant **ONLY (Incomplete, illegible, and unsigned forms are discarded & no ICS computing privileges granted).**

Please Type or Print Legibly in Ink.

Name: \_\_\_\_\_  
Last, First MI

UH ID Number \_\_\_\_\_

UH E-Mail account only ([foo@hawaii.edu](mailto:foo@hawaii.edu)): \_\_\_\_\_

Phone Number: \_\_\_\_\_

I am:  a student in an ICS/LIS course ICS/LIS course: \_\_\_\_\_  
 ICS/LIS teaching assistant Expected graduation date: \_\_\_\_\_  
 ICS/LIS research assistant Research group: \_\_\_\_\_  
 Other Description: \_\_\_\_\_

**By signing this form I acknowledge that I have read, understood, and agree to be bound by the policies detailed in this contract including all rules, regulations, and consequences as set forth by the University of Hawaii, State, and Federal laws.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ICS/LIS Instructor/TA approval: \_\_\_\_\_ Date: \_\_\_\_\_

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*For department use:*

Assigned account name: \_\_\_\_\_ Expires on: \_\_\_\_\_

Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_

TESTED  CHANGED PASSWORD  EMAILED

### Qualifying for an ICS Educational Computing Lab account

Use of ICS Educational computing facilities is restricted to the following ICS User Categories:

- \* ICS/LIS/CIS faculty and staff
- \* ICS/LIS/CIS MS graduate students
- \* LIS/CIS PhD graduate students
- \* Students taking ICS undergraduate or graduate courses
- \* ICS/LIS/CIS visiting colleagues
- \* Students carrying out directed research under an ICS/LIS/CIS faculty member's supervision.

If you are not an ICS/LIS/CIS graduate or undergraduate student, you do not generally qualify for an ICS Educational Computing Lab account. These restrictions are not arbitrary, but are due to very real resource constraints and security issues.

### Applying for an ICS Educational Computing Lab account

1. You must first obtain a UH email account which is required to generate your ICS account. UH email accounts may be obtained from Information Technology Services (ITS) in Keller 105 (Phone 956-8883, <http://www.hawaii.edu>).
2. Next, fill out the ICS Account Application. Students must have their instructor sign the agreement form. ICS/LIS graduate students should have the ICS/LIS Graduate Chair sign the form. ICS/CIS PhD students should have ICS/CIS Program Chair sign the form.
3. When completed fully and signed, turn in the ICS Account Application form to your instructor or advisor. **Important Note: Incomplete or unsigned forms are discarded and no ICS computing privileges granted.**
4. Wait up to four days. You will receive an email in your UH email account when your ICS account is ready.

All ICS Educational Computing Lab accounts are assigned with a definite termination date. Termination date is the end of each semester. Accounts can be terminated at any time and all files deleted if the user violates any ICS computing policy or if they otherwise no longer qualify for an ICS Educational Computing Lab account.

### ICS Educational Computing Lab Rules

The following rules apply, as applicable, to ICS Lab resources regardless if you are accessing them from the ICS Labs or remotely from another location. ICS Lab resources include, but are not limited to, the ICS Lab space, workstations, servers, and other ICS Lab equipment.

1. You must know and abide by all UH policies. These include the Policy for Responsible Computing and Network Access and the Student Conduct Code (<http://www.hawaii.edu/infotech/policies>).
2. In accordance with the State of Hawaii House Bill 524 ([www.capitol.hawaii.gov/session2001/Bills/HB524 .htm](http://www.capitol.hawaii.gov/session2001/Bills/HB524.htm)) disciplinary action may be taken by state/federal officials.
3. You must only use your account for ICS educational and research purposes. Any personal, commercial, or inappropriate use not related to the education and research activities in the ICS Department is not permitted, and will result in termination of your account and deletion of your files.
4. You must be considerate of others and not interfere with their work or offend them in any way. This also includes any online collaborative and communication system related to ICS Lab resources. If you are inconsiderate or offensive to others, you will be asked to leave or discontinue usage. In addition, we may revoke your account for gross violations.
5. Logout when you are done and do not share accounts. You are liable for any and all damages resulting from abuse or misuse of your ICS account.
6. Limit your disk usage to 75MB. Going over this limit may result in deletion of your files by the system administrator.
7. **NO food or drinks (This includes water, gum, etc.).** Food in the lab leads to dirty or failed equipment, and insects. If you violate this rule, you will be asked to leave or have your ICS lab privileges revoked permanently. [Any food products and beverages (including bottled water) must be kept in users personal backpacks, carry bags, etc.]
8. No audible sounds or music. Please use headphones.
9. Users are allowed only a single logon session at a time. Logging on to more than one system at a time will result in indefinite account suspensions.
10. Do not install software unless specifically authorized by a course instructor who has properly notified the system administrator. If you violate this policy, you can expect to have your account permanently revoked and your files deleted.
11. Do not add, remove, modify, or tamper with lab computers, cables, power outlets, and other lab hardware. Doing so violates State and University guidelines and may be considered vandalism which will be dealt with as such.
12. Respect the lab monitor(s). All of the above policies have been formulated in response to student complaints and with student input. They are designed to provide a safe and productive environment for everyone. It is the role of the monitor(s) to remind those who might forget and/or report those who are willfully violating these policies.

Misuse of the facilities may result in the loss of your privilege to use them, or in flagrant cases, disciplinary action will follow. Account application requirements and ICS Lab Rules may change at any time and without prior notification. Please read all posted notices regarding policy changes in the ICS Computing Labs.