The Hebrew University of Jerusalem	**Application for network access and/or opening a computer account on: ____________**
Administrative regulation no. 23-002 ***Eligibility rules:*** http://ca.huji.ac.il/bf/rights-en.pdf	*Fill-in the form, obtain the relevant authorized signatures, attach the requested payment and forward it to the Computation Authority In case you require access to administrative systems, you should first direct the form to the system administrator from the Information Systems dept.*

Part I – To be filled by the applicant

First name:	***Last name:***		***ID or passport number*** (passport numbers should be accompanied with country of issue)
Status: (Tick the appropriate box) □ Academic staff □ Administrative staff □ Retired Academic staff □ Teaching/Research guests □ Postgraduate students □ Non HUJI	***Tel. no. (home/mobile):***	***Tel. no. (work):***	
	Department/Place of employment:		
	Requested computing services:		
	State your needs for connecting from home:		

Other accounts on university's servers (State Usernames and server names):	***Requested Username:***

Declaration:

I hereby declare that usage of computers and computing resources of the university will be conducted in accordance to the regulations detailed in page 2. Computers will be used only for academic purposes and for administrative purposes directly related to the employee's assignments within the university. I realize that any violation may result in termination of the service/s.

________________ ______________

Signature Date

Part II – Payment confirmation

□ Enclosed budget transfer form (form no. 29). Budget number:

____

□ Enclosed a payment confirmation slip from the post office

Part III - Authorization

- ***Academic staff, retired academic staff and students*** - skip this part
- ***Teaching/Research guests –*** recommendation of the director of the academic unit, and authorization by the dean.
- ***Administrative staff*** – recommendation by the direct manager, authorization by the Associate dean. If the application does not include connecting from home, authorization by the direct manager will suffice.
- ***Non HUJI*** – recommendation of the director of the academic unit, and authorization by the director of the Computation Authority

Expiration date: ___________

Recommendation:

___________ ___________ ___________ _____ _________

Name Dept. Job description Date Signature

Authorization:

___________ ___________ ___________ _____ _________

Name Dept. Job description Date Signature

Part IV – Information Systems department authorization for access to administrative. systems

Authorized by:	***Username***
Signature:	

Part V – For Office use only

Code:	***Server:***	***Expiration date:***	***Authorization:***	***Signature:***

Policy on Acceptable Use of Computing and Networking Resources

The following guidelines are supplementary to the state's laws and University's regulations, and are not intended to cover all aspects of acceptable use (i.e., you cannot assume that "everything not forbidden is allowed").

1. Usage of the university ***computing and networking resources,*** including computers, networks, communication equipment, hardware, software and files, shall be subject to the following guidelines and to additional guidelines published from time to time by the Authority for Computation, Communication and Information (Authority for Computation) on its Web site.
2. The term ‘computer’ refers to any device capable of performing computations or of being connected to a network.
3. ***Computers will be used only for academic purposes and for administrative purposes directly related to the employee’s assignments within the university. Authorization is required for any usage not related to HUJI assignments.***
4. E-mail sent from any university computer is associated with the university; therefore, you should avoid any content that might damage the university or its reputation.
5. The access authorization (passwords and/or OTP cards) is personal and should be kept confidential. You must use your ***own*** personal code when working on university computers. The personal code may not be shared or transferred to anyone else.
6. ***It is prohibited to use the university computing and networking resources for any of the following:***

   6.1 Private, commercial or political purposes.

   6.2 Running software or files obtained by illegal means or whose use breaches a copyright law or a third party’s property rights.

   6.3 Actions/downloads that breach intellectual property, i.e., copyrights, patents or performers rights, for example, by installing Kazaa software.

   6.4 Promoting actions that violate the privacy protection law or violate the criminal law, such as incitement, racism, terror encouragement, libel, sexual harassment or threatening harassment, distribution of pornography, etc.

   6.5 Writing messages with offensive, slandering or harassing content.

   6.6 Gaining unauthorized access to computing or networking resources.

   6.7 Network scanning and any other type of “door knocking”. Locating and/or using security holes on computers inside or outside the university.

   6.8 Sending “junk mail” — email messages that are not of interest to the recipient, commercial information and advertisements, or distribution to a large number of recipients who are not relevant to the subject of the message (spamming).

   6.9 Tapping or monitoring communication lines. This is a criminal offense!

   6.10 Actions which might damage hardware, software or data.

   6.11 Deploying servers that grant services to other users on the university equipment, except those servers authorized by the Authority for Computation.

   6.12 Connecting any device to the university's network without prior permission from the communication team of the Authority for Computation.

   6.13 Connecting communication lines to the university’s network. Such connections will be implemented centrally by the Authority for Computation only.
7. Modems may be installed only if they do not allow incoming calls (except in fax mode). Modems that need to answer incoming calls must be authorized in advance by the Authority for Computation according to Administrative Regulation number 23-001.
8. The Authority for Computation conducts checks to locate sources of excessive traffic in the communication network. Users who create excessive traffic will be requested to clarify whether their use of the computing resources complies with section 3 above, and could be subject to the sanctions described in section 12 below.
9. The use of the university computing and networking resources should be in accordance with the law and with the university regulations.
10. A computer connected to the communication network (including connection from home) must comply with minimum-security rules, which include an updated operating system and updated antivirus software.
11. Users will be held responsible for any loss and/or damage caused to the university due to unlawful use.
12. The Director of the Authority for Computation, as a representative of the university, has the right to immediately disable or restrict any account in case of infringement of any of the above guidelines.