Appendix D

Request for Student Worker Access to Faculty and Staff PCs and Departmental Data

Part 1 – Department Request

(The requestor assumes all responsibility in regard to student access to departmental data.)

Department: __________________________________________

Student Name: ________________________________________

Student Account Name(Username): _______________________

Justification (Describe why the student requires access):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The departmental shared directories that the student will need to access:

________________________________________________________________________

Beginning Date for Access: __________________________

Ending Date for Access: ____________________________

I agree to immediately notify Information Systems when student access is no longer required or authorized to departmental PCs. The undersigned assumes all responsibility for failure to notify Information Systems when student access is no longer required or authorized. For example, if a student’s employment is terminated for any reason, Information Systems needs to be immediately notified.

Departments requesting that students be able to access his/her departmental PCs and data must also require students to sign a confidentiality statement that includes the following elements:

Printed Name of Department Head: __________________________

Signature of Department Head: ____________________ Date: _____________

Attachments:
1. Student Confidentiality Statement
2. Internal Policy Concerning Student Access (This policy must be coordinated with Information Systems and approved by the Vice President associated with the requesting department.)
Appendix D (continued)

Request for Student Worker Access to Faculty and Staff PCs and Departmental Data

Part 2 - Student Confidentiality Statement

(Departments may add to this list of requirements but no items are to be deleted.)

I, the undersigned, hereby agree to abide by the following rules in regard to being granted access to faculty and staff PCs.

- I will keep personal usernames/passwords confidential – usernames/passwords will not be shared with anyone and I will not use the username/password of another individual.
- Passwords will not be written or stored in plain text format.
- I will log off or lock the PC when leaving the immediate area unless the screen lock has been activated.
- I will not allow anyone to use a PC that has been signed on under another individual’s username and password.
- I will not make or permit unauthorized use of any information in the computer or hard copy files.
- I will not seek personal benefit or permit others to benefit personally by any confidential information that has come to them through their work assignment(s).
- I will not display or divulge the contents of any record or report in any manner to any person except in the conduct of their regular work assignment(s).
- I will not include knowingly or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will ensure that all printed output containing personal information is shredded.
- I will not allow photographs to be made of any display device (e.g., computer monitor) containing personal information.
- I will ensure that computer monitors are positioned in such a manner that unauthorized personnel cannot read personal or sensitive information.
- I will not aid, abet, or act in conspiracy with any other person to violate any part of the above.

Printed Name of Student: ________________________
Signature of Student: ________________________  Date: ____________