

Ateneo de Manila University
Information Technology Resource Management Office (ITRMO)
Application for Network Account

I request that a network account on ITRMO-supported information technology (IT) resources be established for my use, and in so doing I agree to the following terms and conditions:

1. This account will only be used in support of activities related to the Ateneo de Manila University and its recognized affiliates ("AdMU"); and appropriate to my status within AdMU.
2. This account will not be used for personal monetary gain (other than any compensation paid by AdMU); nor for the benefit of any person or organization not related to AdMU; nor to interfere with other people's use of any computer system or network; nor to look at or change anyone else's information without their explicit permission; nor to deliberately overuse or waste IT resources.
3. This account will not be used for externally sponsored research nor for computationally intensive research projects of any type. (Contact your Departmental Systems Administrator or the ITRMO to establish accounts for these purposes).
4. I understand that this account is an authorization to use IT resources owned and operated by the AdMU (e.g. Google Apps, centralized WiFi, etc.), and therefore the use of this account is subject to the rules, regulations, and policies of AdMU, and all applicable laws of the Philippines.
5. I will not permit any other person to use my account for any purpose whatsoever. I will use all necessary precautions to safeguard the confidentiality of my account password. I will be accountable for any improper use of this account.
6. I will never use an account belonging to someone else.
7. I will obey copyright laws in all instances. I will not illegally use, inspect, copy, or store any copyrighted computer software programs or other material.
8. I acknowledge that upon termination of my status as a current employee of AdMU, my authorization to use this account will expire; I will no longer be able to use it to access the computing facilities; and all information stored under the account, including, but not limited to, electronic mail, computer file, and electronic documents will be destroyed without notice.
9. I understand that my failure to abide by any or all of the above may result in the suspension or cancellation of my account; that I may also face appropriate administrative action; and that I may be subjected to civil or criminal liability.

By signing below, I certify that I have read, understood, and will faithfully comply with all of the above.

Signed: _____ Date: _____

Printed Name: _____ Contact Number: _____

Department/Office: _____

Contract Period (if non-permanent): _____

Check Appropriate Spaces:

Employee -- send this completed form by courier (Rm 201, Faber Hall), email (totalrewards.htmod@ateneo.edu), or fax (+63-2-426-1245) for processing.

Faculty Administrator Staff

Non-Employee -- send this completed form to your Department/Office/Unit for endorsement to ITRMO.

Independent Contractor Visiting Faculty / Researcher Guest

Re-Activation / Renewal of existing account name: _____

For additional information, visit our website at <http://www.ateneo.edu/itrmo>

[OHRMOD / OFFICE USE ONLY] Endorsed for an ITRMO network account by:

Signed: _____ Designation and Office: _____

Printed Name: _____

Account Validity Period: _____
(if non-permanent)