



SEATTLE VOCATIONAL INSTITUTE

One of the Seattle Colleges

Network Account Application and Agreement (PRINT clearly in ink)

Fill in your name. Use any letter if you do not have an initial. Do not leave it blank.

First name

Middle initial

Last name

Enter your SVI Student ID (SID) in the boxes.

--	--	--	--	--	--	--	--	--	--

You will be required to change your password the first time you login. Initial passwords are created as such:

P[Last 6 Digits of your SID]!

For example - P123456!

P is capitalized

6 digits of SID

! is the exclamation point

You will be required to change your password the first time you login. Follow these guidelines when creating a password.

- Passwords are case sensitive.
- Your password cannot be any part of your name.
- Your password must be eight (8) characters minimum

and must contain **three (3)** of the following:

1. Capital Letter (A B C)
2. Lower Case Letter (a b c)
3. Number (1 2 3)
4. Special Character (! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~)

Instructor Name

Enrolled Program

I have carefully read and understand the information contained in this policy.

Signature

Date

Your Username

For School Use Only. Do not write in this box

Acceptable Use Policy for Computer Labs

- No food or drink is allowed in the labs at any time. No food or drink containers should be brought into any computer lab, including soda cans, dishware, and packaging of any kind.
- Chairs are not to be moved from one room to another. Backpacks and bags are to be placed either on the desk or on the floor next to their owner.
- Students are required to ensure that their workstation area is clean and free of garbage after every class.
- Workstations should be left in the following condition by every class:
 - o Please log-off your computers Start -> Log off
 - o The monitors can be left on in sleep mode (blinking)
 - o Keyboard and mouse on desk
 - o Free of paper, writing utensils, or garbage
 - o Chair pushed back under the table
- Printer areas should be kept orderly and clean. A specified location for recyclable printer paper is provided and should be used. Blank sheets can be stacked neatly for scratch paper use. Please do not reuse paper in the printers.
- Students are not allowed to attempt to fix printers. If the printer in your room is having problems, notify your instructor.
- Using the computer labs for personal projects or game-playing is unacceptable. Drawing and printing pictures, creating personal flyers, downloading music or otherwise using SVI resources in a capacity not directly related to either job-seeking or course work is not an acceptable use of lab resources.
- Problems with computer workstations should be immediately reported to the Instructor or Lab Assistant present, as applicable. Do not attempt to repair computer equipment yourself. Do not move workstation equipment (i.e. -mouse, keyboard, etc.) from one station to another.
- All data should be kept on a personal drive. Student drives are not backed up and provided only as a convenience. All files are deleted after 6 months. Music, images and other large files may be deleted on a regular basis without notice.

Account Description

Your SVI network account is provided so that you may have access to the network resources necessary to satisfactorily complete your course of instruction here at SVI. You must have an active account in order to use the network. Your network account includes the following:

- Access to the internet
- Access to the suite of applications installed on the server and individual computers
- Access to printers

Acceptable Use of Your Network Account

Your SVI network account will be available to you as long as you are enrolled in courses at SVI. You are responsible for your account and all activities connected with it. Unacceptable use of the account will result in suspension of account privileges and/or account removal. The following are examples of unacceptable use:

- Using the network for any illegal activity, including violation of copyright or other contracts;
- Using the network for financial or commercial gain;
- Accessing pornographic and other inappropriate material on the internet;
- Degrading or disrupting equipment or system performance;
- Vandalizing the data of another user;
- Wastefully using finite resources, such as printer paper;
- Gaining unauthorized access to resources or entities;
- Infecting workstations with computer viruses;
- Posting anonymous messages.