Use of SLAC Information Resources

Persis Drell, March 2008

Working at SLAC we have certain responsibilities imposed on us by Stanford University and the U. S. Department of Energy regarding the use of information resources. As Director of the Laboratory, I want to remind everyone of these responsibilities and the serious consequences to us as individuals if we do not adhere to the regulations that govern us.

Use of SLAC information resources is subject to the SLAC [Limited Personal Use of Government Office Equipment including Information Technology](#) policy, the Stanford University [Computer and Network Usage Policy,](#) and other relevant policies which can be found at http://www2.slac.stanford.edu/policy/default.asp.

SLAC information resources are also subject to "appropriate use" requirements found in federal law and the provisions of the SLAC contract. These laws and policies apply to all data-communication and telecommunication facilities and services (including, but not limited to, e-mail, instant messaging, telephones, voice mail, faxes, SLAC data, networking services, storage media, computers and associated peripherals and software), whether for administration, research, teaching or other purposes. Connecting equipment not owned by SLAC to SLAC networks is a use of SLAC information resources.

Any member of the SLAC community who, without authorization, threatens the access and sharing of information is engaging in unethical and unacceptable conduct. Such unethical conduct includes destroying, altering, dismantling or damaging SLAC information resources, or interfering with access to or use of these SLAC resources.

The following is an outline of some of the responsibilities for those who use SLAC information resources.

General

- Suspected misuse of SLAC information resources must be reported at once. This is an affirmative duty. The SCCS help line (Ext. HELP [4357] Option 3) can ensure that you are put in contact with the proper authority for receiving such a report.

- SLAC information resources -- including browsing the Internet -- may only be used for work related to SLAC business. Minor incidental personal use is allowed if it satisfies the following criteria:
    - It does not impact or interfere with the employee's legitimate job performance.
    - It does not impact or interfere with the work of any other employee or the correct functioning of any SLAC information resource.
    - It does not support running a business or paid consulting.
    - It does not involve illegal activities or violate SLAC policy.

- Legally protected information subject to privacy laws or confidentiality requirements such as data that might give unfair advantage to a vendor, e-mail, and personnel records is stored on SLAC computers:
    - Users should take appropriate steps to safeguard legally protected information for which they are responsible. For information concerning the protection of data from unauthorized use, contact your departmental support.

    o   Users should not attempt to gain unauthorized access to legally protected information. Users suspecting that they have accidentally gained access to such information should not use or disseminate the information and should report the incident to mailto:security@slac.stanford.edu?subject=Use of SLAC Information Resources webpage.

Computer Hardware and Software

- SLAC computer accounts are normally intended for use only by the individual assigned to that account. Each account holder is responsible for the resources used by that account and for taking necessary precautions to prevent others from using the account. Shared accounts require adequate justification and explicit authorization. Users shall not seek to gain or enable unauthorized access to information resources.

- Passwords must be chosen with care and not divulged to anyone. Different classes of systems, for example business systems, scientific computing systems and accelerator control systems have different requirements on user passwords. Users are responsible for following the password policies for the systems on which they have accounts.

- Users shall not interfere with the intended use of SLAC information resources or without authorization: destroy, alter, dismantle, disfigure, prevent rightful access to, or otherwise interfere with the integrity of computer-based information and/or information resources.

- Unauthorized copying of copyrighted software is strictly prohibited.

Electronic Communications

- Because electronic communications (e-mail, instant messaging, news group contributions, etc.) pertain to SLAC business, their content reflects on SLAC. Therefore, it is important that such items be professional and not personal in nature. Use of SLAC's electronic communication facilities to send fraudulent, harassing, obscene, threatening, racial, sexual or other unlawful messages is prohibited and illegal, as is use of SLAC information resources for lobbying of any kind.

- Electronic communication files such as e-mail are not intended for general dissemination. Unauthorized perusal of such files is not permitted. Conversely, sensitive data should not be sent as e-mail because no means of storage or transmission available at SLAC is completely secure.

- SLAC's contract with the government makes virtually all information on SLAC computer systems, including e-mail, available to the government. It is not SLAC policy to routinely monitor e-mail. However, SLAC cannot and does not guarantee the privacy of e-mail communications.

- E-mail and other electronically stored information (ESI) is routinely discoverable in legal proceedings; ESI, and in some circumstances, all related metadata, may be retrievable and producible in litigation even after it has been "deleted".

SLAC requires that users act in accordance with these responsibilities, SLAC policy, University policy, and relevant laws and contractual obligations.

In order to assure all relevant parties that no misuse of resources occurs, SLAC reserves the right to sample stored or in-transit data at any time. Improper use of computing facilities may lead to disciplinary actions up to and including termination and/or legal action.

Persis Drell, Director
Stanford Linear Accelerator Center

SLAC Computer Account Form

To request new computing accounts or request changes or cancellations for existing accounts, please type in the form fields, or fill-in a blank form manually. Once completed, print the form and obtain your department computer czar's authorizing signature. **Completed forms only** may then be: Faxed to 650-926-4499, sent via email to jackie@slac.stanford.edu, or mailed to 2575 Sand Hill Rd, Menlo Park, CA 94025 MS/99.
Please provide an e-mail address and/or phone number where we may contact you.
*** **Note**: Account requests not signed by a computer czar cannot be processed. Please consult with your group Computer Czar to obtain this signature before submitting this request. Thank you***

Applicant Information:

Name (Last, First, Mid Init) [_____] **SID#** [_____]

SLAC Location: Building: [____] **Room:** [____] **Phone Ext.:** [____] **Mail Stop:** [____]

Off-site Location: (Off-site users only)

Institution: [____] **Street:** [_____] **City:** [_____]

State/Prov: [____] **Zip:** [____] **Tele:** [____] **EMail:** [_____]

New Account Type: ☐ Windows ☐ Unix ☐ Exchange E-mail ☐ Shared Acct (needs special approval)

SLAC e-mailbox (one only) ☐ MS Exchange ☐ Unix ☐ None (forward to above E-mail)

Existing account change requests:

☐ **Addl acct** [_ _ _ _ _ _ _ _]   ☐ **Cancel acct** [_ _ _ _ _ _ _ _]

☐ **Transfer owner - From** [_ _ _ _ _ _ _ _] **To** [_ _ _ _ _ _ _ _]

Requested User ID (3 to 8 characters long)

1st Choice: [_ _ _ _ _ _ _ _]   **2nd Choice:** [_ _ _ _ _ _ _ _]

Additional instructions or special group requirements: OU (Windows): _____

[   ]

Authorization   **(Please have your group's Computer Czar authorize this account request)****

Computer Czar name (print): [_____] Group Code [____]

Computer Czar signature: _____ Date_____

**Important: The above signature must be on the SLAC authorized Computing Czar signatory list for

computer accounts at https://www-internal.slac.stanford.edu/database/bin/czarlist.asp

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For Scientific Computing and Computing Services use only:

UserID: _____ Acct est'd date:_____ Res update date_____ By: _____

Password to user date_____ Method:_____ By_____

UNIX: UID: _____ User group: _____ Date: _____ By: _____

Windows: AD/OU: _____ Exchange serv _____ Date: :_____ By_____

Declaration to be signed by all users of SLAC Information Resources

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I have read and understood the document "Use of SLAC Information Resources" dated March 2008 and signed by SLAC Director Persis Drell. I agree to use SLAC information resources only in accordance with this document. If I am officially notified of new or additional policies on the use of SLAC information resources, I agree to abide by these policies or immediately cease using SLAC information resources.

Signed: _____

Print Name: _____

Date: _____