

Department of Computer Science and Engineering
The Chinese University of Hong Kong

USER ACCOUNT APPLICATION FORM

PART A: (Personal Information)

NAME : _____
(in English) (in Chinese)

STAFF/STUDENT ID. NUMBER : _____

STATUS : ☐ Teaching Staff ☐ Administrative Staff ☐ Technical Staff
 ☐ Teaching Assistant ☐ Research Staff ☐ Undergraduate
 ☐ MPhil ☐ MSc ☐ PhD
 ☐ PTMSc Other _____

SPECIAL REQUEST : ☐ PCLAN Windows Account ☐ Access from outside CSE
(for STATUS: Other) ☐ Printing _____ pages

EXPECTED DATE OF GRADUATION/LEAVE : _____

For Undergraduate Students Only.

CLASS : ☐ Year 2 MAJOR : ☐ CS
 ☐ Year 3 ☐ CE
 ☐ Year 4

For Postgraduate Students and Research Staff Only.

SUPERVISOR NAME : _____

SUPERVISOR SIGNATURE : _____

*** Please read the “Regulations for using the computing facilities” on the back and sign.
This application is invalid if not signed.**

PART B: (Official Use)

USERNAME : _____ UIC : [_____ , _____] DISK QUOTA : _____

HOME DIRECTORY _____

CREATION DATE : _____ EXPIRATION DATE : _____

REMARK : _____

RESPONSIBLE STAFF : _____ PASSWORD : _____

1 PHOTO IF YOU
DO NOT
ALREADY HAVE
AN ACCOUNT

**Department of Computer Science and Engineering
The Chinese University of Hong Kong**

Regulations for Using the Computing Facilities

BY USING THE COMPUTING FACILITIES OF THE DEPARTMENT, THE USER IS CONFIRMING THE ACCEPTANCE OF THESE REGULATIONS AND SUPPLEMENT(*), AND AGREEING TO BECOME BOUND BY THESE REGULATIONS AND SUPPLEMENT(*).

Definitions

1. **"The Department"** means Department of Computer Science and Engineering, the Chinese University of Hong Kong, Shatin, Hong Kong.
2. **"Computing facilities"** means all facilities in the Department.

Use of your computing facilities is a privilege to be exercised responsibly. Ignorance is not an excuse. Therefore, study the regulations carefully.

1. A user must not allow any other to access the resources granted to him/her. Therefore a user must not disclose his/her computer account password to any other person, or allow account accessed by unauthorized persons using any trusting method under any circumstances. E.g. ".rhosts" in Unix.
2. A user must not use computing resources or access information to which he/she has not been granted access by the Department. A user shall not access other sites' computing resources without approval from the sites' authority.
3. A user must never attempt to intrude the computer systems of local or external sites, or obtain illegal access to another account of local or external sites.
4. A user must not use the computing facilities to engage in activities leading to commercial gain, monetary or otherwise.
5. A user must never attempt to cause any damage to the computing facilities and is responsible for the cost of repair or replacement.
6. A user must never attempt to change the configuration of the workstations or the PCs without consent of the computing staff.
7. A user shall not interfere with other users.
8. A user shall not copy proprietary/licensed software owned by the Department.
9. A user shall wear his/her user ID card in the laboratories.
10. A user shall not turn off any Unix workstation in any circumstance.
11. A user shall not store any materials with offensive content in his/her computer account and /public in Unix workstations, or any materials that infringe the laws regarding Copyright, Patent and Trademark.
12. A user shall not abuse the computing resources.
13. No food or beverage are allowed in the laboratories.

A user shall report cases concerning violation of laboratory regulation to the computing staff. It may be necessary for the computing staff in the Department to access your account without your knowledge to investigate suspected abuse. Since it can be impossible to distinguish a legitimate project from potential abuse, you may be asked to come forward to explain your actions.

User who violates any of the regulations shall be disciplined in accordance with the nature and gravity of the offence. According to University Regulations, such disciplinary action may take the form of any of the following penalties:

- reprimand;
- suspension from part or all of the privileges of using the computing resources for a specified period of time;
- demerit;
- suspension from the University for a specified period of time; or
- termination of studies at the University

Users guilty of serious or repeated violation of the regulations will be referred to the Department's Discipline Committee, College Discipline Committee, or University Senate's Discipline Committee.

* **"Regulations supplement for using the computing facilities"** can be accessed in **CSE Corner**
<http://www.cse.cuhk.edu.hk/corner/> or Laboratory notice boards.

Personal Data Collection

1. The personal data provided on this form will be used by
 - CS&E Dept to verify your identity in the University to confirm your eligibility for the computing resources and services being provided by CS&E Dept
 - CS&E Dept to identify and contact you
2. The provision of personal data on this form is voluntary. If you do not provide sufficient information, however, we may not be able to process your application.
3. Personal data held by us relating to you will be kept confidential and will not be used for other purposes apart from the above.
4. You have the right to check whether CS&E Dept holds personal data on you. You can submit your request to the staff in Rm. 921, Ho Sin Hang Engineering Building.

Guidelines on Handling Software Licenses in Copyright Ordinance

<http://www.cuhk.edu.hk/itsc/about/license.html>

With the Intellectual Property (Miscellaneous Amendments) Ordinance 2000 put into effect on 1 April 2001, anyone who knowingly possesses an infringing copy of computer software may be criminally liable. ITSC would like to stress the University's policy against using pirated software. Unit heads, department chairpersons, budget holders, and student bodies are responsible for the appropriate management of computer software. They should maintain a proper record of software licenses and proof of purchase of all the software they are using in their department, or student body, conduct periodic software auditing and help disseminate the University's policy to their staff or members.

You, as a staff member or student, should not use computer software that you know or have reason to believe infringes on copyright works. You should also read carefully the terms of the licensing agreements to observe your rights and obligations. You should also refuse and report requests for installation of illegal copies into computers owned by the University.

For more information, please refer to

1. Intellectual Property Department homepage
<http://www.ipd.gov.hk>
2. Guidelines on Handling Software Licenses in Copyright Ordinance - ITSC, CUHK
<http://www.cuhk.edu.hk/itsc/about/license.html>

I have read and understood above regulations for using the computing facilities. I understand that failure to observe above regulations may render me liable to disciplinary actions as set out above.

I have read the above information on Intellectual Property Ordinance, and I will not violate the Intellectual Property Ordinance using the University's facilities.

Signature _____

Name _____ **Date** _____

(Please print clearly)

N.B. Please return to SHB Room 921 when you have completed.