

PUC Lab Computer Account and Room Access Application Form

Your Full Name: _____
(Print CLEARLY!)

Your J-CARD Number: 601067
(Print CLEARLY!)

Your E-Mail Address: _____
(This should be an email account at which you can be reached throughout the year. Your first password and occasional information about the PUC Lab will be mailed to this address.)

Create a Username:

Username: _____
(can only be alphanumeric: a...z, and 0...9, and must start with a letter)

(Your password will be sent to the email address given above. You will be requested to change your password the first time you login.)

Eligibility for Account: Physics Major (undergraduate) year: _____
(circle one) Enrolled in "Introduction to Classical Physics"
Enrolled in Mathematical Methods for Physicists
Enrolled in Classical Mechanics
Intermediate / Advanced Physics Laboratory
Other (specify) _____

Upon termination of my enrollment in physics courses or as a physics major, I agree to notify the PUC Lab administrator (wonnell@pha.jhu.edu). I have read and agree to abide by the PUC Lab Policies on page 2 of this form.

Signature: _____ Date: _____

Return the completed form to Mr. Brian Schriver, Room 366K in the Bloomberg Center on the Homewood Campus.

Office Use Only:

PUC Lab J-CARD Access Granted Date: _____ Granted until: _____

PUC Lab J-CARD Access Removed Date: _____

PUC Lab Policies

General Procedures and Regulations

1. **Data Security**--You are responsible for backing up your files, data, and programs. The Department does not assume responsibility for lost data.
2. **Logoff**--Remember to logoff and to turn off your computer's monitor when leaving.
3. **Lights Out**--Remember to turn off the lights in the PUC lab if you are the last person to leave the lab.
4. **Cleanliness**--Food and drinks are NOT allowed in the lab. Wash your hands before using the computers.
5. **Usage Priorities**--Students doing coursework for "Introduction to Classical Physics" have the highest priority. Students using Mathematica or Maple for course-work have second priority. All others have third priority. If the computer lab is full, users of lesser priority must yield to those with higher priority.
6. **Facility**--PUC Lab users should not wander outside of the area demarcated by the red tape on the floor of the lower level, except when using the telephone in the downstairs corridor.
7. **Manuals**--Do not remove any books or manuals, e.g., Interactive Physics or Mathematica manuals, from the lab.
8. **Account Expiration**--Accounts normally expire at the end of your studies at JHU. You must notify the system administrator to renew your account if you are eligible to do so.

Security Policies

9. **Doors**--Do not prop open the doors to the lab or lend out your key.
10. **Incident Reporting**--Immediately report any suspicious activity/occurrence to the department front office, Bloomberg 366, x7346, or to Campus Security, x7777, after business hours.
11. **Passwords**--Passwords must meet a reasonable standard for security. Passwords should not contain any part of any username. They should not be dictionary words, in this language or another. Passwords should contain both capital and lowercase letters and non-alpha-numeric characters. Users must not share passwords. Users will not make written copies of their passwords. Users will not make attempts to subvert system security. Users should change their passwords often (at least monthly is recommended). Under no circumstances should a user leave a logged-in, unlocked terminal unattended.
12. **Copyright Policy**--Users will not appropriate nor distribute copyrighted material for which they do not have legal rights using Department equipment. This includes via http, ftp or by incorrectly setting permissions, so as to allow widespread access.
13. **Security-related research/experimentation; Hacking**--Any action taken by any user which that user has reason to believe may have an impact on the security of or which may result in a denial of service for any JHU system, or for any other system for which the user does not have authorized access, is forbidden on PUC Lab computers. This includes the writing/testing of exploit code, and any testing of known or suspected bugs. Such actions will be interpreted as malicious intent, and will be dealt with accordingly. Exploit code is defined as any script or program designed to make use of known bugs or functionality in an attempt to gain unauthorized access to a system or to conduct a denial of service. Possession of exploit code is forbidden on PUC Lab computers.

Enforcement

14. **Enforcement**--Users who do not comply with the above policies may have their accounts frozen, access to the PUC lab removed, and possible legal or disciplinary action taken against them. Accounts will be unfrozen at the discretion of the systems staff.