



جامعة حائل
University of Ha'il

نموذج طلب إنشاء حساب جديد على البوابة الإلكترونية
Network User I.D. (Internet/Email) Request Form

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|------------|----------------|
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العنوان
Title:

الجنس
Gender: Male Female

الأنثى
Female

الذكور
Male

الأسم الأول
First Name:

الأسم الأوسط
Middle Name:

أسم العائلة
Family Name:

رقم البطاقة
UOH I.D. #:

القسم
Department:

رقم المكتب
Office #:

هاتف المكتب
Office Tel. #:

الرقم السري الأولي
Initial Password:

جوال
Mobile #:

E-mail Usage Policy

- Users are expected to be courteous and respectful in their e-mail communications in accordance with established codes of ethics and the common rules that have evolved regarding e-mail, sometimes referred to as Netiquette.
- Users must not use University e-mail resources for personal commerce, for fund-raising.
- Users must not send chain letters, pyramid scheme messages or Spam. Chain letters, pyramid scheme messages and Spam are an irresponsible waste of computing resources and an inconsiderate nuisance.
- Users must not send sexually explicit, offensive, demeaning, insulting or intimidating e-mail messages, ethnic or racial slurs or anything that harasses or disparages others. Sending such messages is grounds for disciplinary action, including termination.
- Users must not violate copyright laws, trademark laws, or other laws in sending e-mail messages, publishing web pages or posting to newsgroups and discussion lists.
- Users may use University's institutional mail lists only with appropriate authorization.
- Messages sent out over the Internet or World Wide Web (i.e., e-mail messages sent to people other than those on a University computer system) are not routinely encrypted before leaving the University. Although the probability of an Internet e-mail message being intercepted (and possibly disseminated publicly) is small, sensitive communications and documents should not be sent through the Internet without being encrypted.

In spite of policy, e-mail messages are vulnerable to hackers when they know the owner's password.

- Remember, the e-mail messages you send become the possession of the receiver. They can easily be re-distributed by recipients.
- Delete messages that should not be preserved.
- Resist the temptation to send chain mail, even when it promises you fame and fortune.
- Realize that University policy and good passwords provide good but not complete assurance of the privacy of your e-mail messages. When the confidentiality of a message is of the utmost importance, only a person-to-person conversation may be sufficiently secure.
- Don't use University resources, computing or otherwise, for political campaigning or soliciting.

Internet Access Policies

- The use of UOH resources to access the Internet is provided only for valid UOH activities. I will use the Internet only in ways that are cost effective and in UOH's best interest.
- All communications transmitted or received through the Internet using UOH facilities are considered the responsibility of UOH. I acknowledge that all such communications, which I send or receive, are subject to monitoring or review by authorized personnel designated by UOH.
- UOH confidential and proprietary information shall be safeguarded. I will not upload post, transmit or otherwise disclose such information or release any information concerning UOH, its operations and activities, on or through the Internet without prior approval of the UOH Administration.
- A 'user ID' will be issued to uniquely identify every Internet user. I will not disclose either the password associated with this user ID or any other authentication codes entrusted to me by UOH. I will take all precautions to ensure that no other person makes use of my Internet user ID and/or my password.
- All UOH Internet users must respect the customs, traditions, and laws of the Kingdom of Saudi Arabia. I will not use UOH facilities to access an Internet site, or send I receive or download anything that contains pornographic, indecent, abusive, defamatory, threatening, illegal material or material that is culturally offensive to the Kingdom. If I accidentally discover such material during my session, I will promptly report the source (the site name) of this material to the Intranet/internet Section in the Information Technology Center (ITC), (e-mail to: postmaster@uoh.edu.sa).
- Disruption of or interference with the UOH computer system or communications network is prohibited. I will not use the Internet or any of its tools to access any unauthorized software, data, hardware or system processing facility of the University.
- Network security and protection against viruses is the users' responsibility. I will check all downloaded files for viruses or destructive code prior to using the files on UOH equipment.
- UOH respects the rights and privileges of owners of copyrighted material. I will not download or copy any material, or any portion thereof, protected by copyright without proper authorization from the copyright owner.
- Internet access from any network workstation attached to the UOH computer network is allowed only through authorized firewalls. I will not connect or use any unauthorized software, modem, which may allow 'hackers' to penetrate UOH computer systems. For any situation in which I am uncertain of what behavior is expected of me in regard to using the Internet, I will contact the ITC.

ACCEPTANCE

I acknowledge that any violations of all above paragraphs may result in disciplinary actions, including **loss of Internet access authorization, employment termination, dismissal or other measures**, as deemed appropriate by UOH. As I am authorized by UOH to access and use internet / email services through University-provided facilities, I hereby agree to comply fully with this UOH Internet and email Access Policy as stated in above paragraphs.

Faculty Staff Student others _____

User's Signature

FOR OFFICE USE ONLY

Approve Deny

Active Directory Account

E-mail Account

Banner Account

Portal Account

اسم المستخدم داخل الشبكة
Network User I.D.:

Remarks: (IF ANY)

Authorised Signature