

U H Law Center Web Server Account Application

Purpose: This form is to be used by UH Student to apply for access to the UHLC Web server for the purpose of publishing Law Center-related information on the web or to have a website linked to from the UHLC website. Each account must have a sponsor. The sponsor will act as a representative of the department in overseeing the activities of the account. A faculty member or staff member may serve as the sponsor of the student organization account.

APPLICANT INFORMATION (Please print or type):

Last Name	First Name	Middle Initial
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Cougarnet Userid

Organization Name

Phone #	E-mail Address
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Please give a brief explanation of the intended purpose of this account, including the name of the organization.

I have read and understood the information on the back of this form. I agree to comply with rules as stated therein.

Sponsor Name	Phone #
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*Sponsor Signature	Printed Name of Sponsor	Date
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*Applicant Signature	Date
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Please return this form to the Office of Ruth McCleskey or Vicky Crain. If you have a valid email address, you will be sent information about the account assigned to you. For questions regarding your account application or for any consulting needs, contact the Legal Information Technology Support Center at 713-743-2260 or lawcomputerhelp@uh.edu

UH Law Center Web Publishing Guidelines

Introduction

The World Wide Web is an important media through which The U H Law Center carries out essential functions including teaching, research, scholarly communications, student and personnel recruitment, and public relations. The following guidelines are meant to help assure that U H Law Center web sites are accurate, current, useful and attractive, and that they promote a unified and positive image of the Law Center.

Definitions

Official Web Sites

These web sites are created by official units of The U H Law Center. Official units are defined to be officially constituted institutes, academic departments, programs, centers, and administrative departments.

Affiliated Web Sites

Affiliated web sites are created by units within the University that do not have official status as defined above, but have been identified as an affiliate by an official unit. Legal Information Technology will determine which groups will receive affiliated status and be linked to the web site. Affiliated groups include student groups, ad hoc faculty and staff groups, professional organizations, and conferences. Affiliated pages are not official publications of the U H Law Center.

Personal Web Sites

Personal web sites are neither official nor affiliated, as defined above, but reside within the University's domain. Legal Information Technology will determine whether it is appropriate for personal web sites to be linked to the U H Law Center site. Personal web pages are not official publications of the University. Examples of personal web sites may include faculty instructional material and faculty home pages.

Required of all Web Sites Supported by University Resources

The authors of official, affiliated, and personal web sites are responsible for the content of their own pages. This includes:

1. Compliance with copyright and trademark laws. Permission to publish the information, graphics or photographs on your pages must be obtained BEFORE publication on the U H Law Center site. Photographs of individual or personal information about an individual must not be included without the permission of the individual.
2. Compliance with local, state and federal law, including, but not limited to, the Americans with Disabilities Act.
3. Compliance with University policies, including but not limited to relevant MAPPs, the student handbook, the Honor Code.
4. Follow high editorial standards. Strive to keep the information on the page factually accurate and current.

Official Web Sites Requirements

The following must be included on the homepage of all official web sites:

- The University of Houston logotype must appear in the header of all web pages.
- No other logos or marks should appear in the header.

Affiliated Web Sites Requirements

The following elements must be included on the homepage of all affiliated web sites:

1. UH student groups are required to follow all [UH Graphic Standards](#) that apply to UH students, whether specifically or implicitly. It is important to remember that the UH name, logos and other elements of the UH brand are registered and trademarked property of the University of Houston that are made available to students to use, just as library books and

other resources can be borrowed or rented to help students achieve their goals. Upholding the policies stated in the [UH Graphic Standards](#) help insure that these resources maintain their integrity over time.

2. UH student groups should follow [UH Graphic Standards](#) that guide the use, placement and appearance of the University of Houston name, logos, symbols, and other intellectual property.
3. Name and e-mail address of maintainer who is responsible for upkeep of the site
4. Disclaimer: The views and policies articulated in these pages are not necessarily those of U H Law Center.

Affiliated web sites may not be used to conduct business without the explicit permission of the sponsoring official unit.

Required of all Personal Web Sites

The following elements must be present on the entry page of all personal web sites:

1. name and e-mail address of maintainer who is responsible for upkeep of the site
2. Disclaimer: The views and opinions expressed on these pages are those of the author. The contents of this page have not been reviewed or approved by The U H Law Center.

General Policies

The U H Law Center reserves the right to remove the link to any page it finds in violation of the above policies.

Creators of web sites are responsible for keeping their pages up-to-date. If an official or affiliated web site has gone six months without any changes, Legal Information Technology may contact the person responsible for that site to make sure the information is still current.

As required by state and federal law, U H Law Center web sites should be widely accessible, creators should endeavor to support a variety of browsers and connection speeds, following best practices to create the best access for the most amounts of people.

The policies contained in these guidelines are subject to revision. It is the user's responsibility to ensure that they are at all times in compliance with the then applicable policy.

Enforcement of this policy is governed by the procedures outlined in the honor code and student handbook.

Computer User Responsibilities
Adapted from MAPP 10.03.01
User Guidelines and Responsibilities;
Security (7/96)

The University of Houston Information Technology Division exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. The following conditions apply to all users of the computing facilities.

- (1) Users of computers and computing systems must respect the privacy of other users. For example, users shall not seek or reveal information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, nor may the user misrepresent others. The user may use only his/her legal name and actual title at the university.
- (2) Each computer account is assigned to a single individual who is accountable for the activity on that account. Account holders are encouraged to change their passwords frequently to ensure the security of their accounts.
- (3) Users must abide by the laws protecting copyright and licensing of programs and data. University users shall in no case make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
- (4) Users must respect the integrity of computing systems. For example, users shall not intentionally develop or use programs that harass other users, infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system.
- (5) Users must respect the shared nature of the computing resources. For example, users shall not engage in deliberately wasteful computing practices such as printing unnecessary listings; performing lengthy unnecessary computations; simultaneously queuing numerous batch jobs; or unnecessarily using public workstations, magnetic tape drives or dial-up telephone lines for extended periods of time.

Violations of these conditions are unethical and may be violations of University policy and/or criminal offenses. Users are expected to report any suspected violations to the Information Technology Support Center at 713-743-1411. When possible violations are reported or discovered, Information Technology reserves the right to investigate the possible abuse. Certain members of Information Technology may be given authority to examine files, passwords, accounting information, printouts, tapes or other materials that may aid in the investigation. While an investigation is in progress, access to computing resources may be suspended for the individual or account in question.

When possible unauthorized use of computing resources is encountered, Information Technology Support Center shall notify the user. Should unauthorized use continue after notification of the user, the matter shall be brought to the attention of the Vice President of Information Technology, which could result in cancellation of access privileges, disciplinary review, expulsion from the University, termination of and/or legal employment action.

(For a complete copy of these guidelines, see the University of Houston MAPP 10.03.01 "User Guidelines and Responsibilities; Security" (7/96) and the Texas Computer Crimes Statute--Section 1, Title 7, Chapter 33, Texas Penal Code.)

State law requires that you be informed of the following:

- (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form;
- (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and
- (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

Account De-Activation

A violation of any of the conditions listed in the security guideline documents listed above, or any other university policy, may result in the account being disabled. If the holder of the account is separated from the University, the account will be disabled. The Law Center maintains the right to remove anything on the server that could be causing problems to other applications or the website or has questionable content.