

RICHARD BLAND COLLEGE
Information Technology Services
MEMO

TO: New Microcomputer User

FROM: Dorothy Edwards
Director of Information Technology Services

SUBJECT: Microcomputer Policies

Please visit these pages to review the official computer policies which apply to employees of Richard Bland College:

Acceptable Computer Use Policy:

<http://www.rbc.edu/PDFS/acceptablecomputerusepolicy.pdf>

Copyright and Software Use Policy:

<http://www.rbc.edu/PDFS/copyrightpolicy.pdf>

Email Policy:

<http://www.rbc.edu/PDFS/emailpolicy.pdf>

Web Server and Course Management System Policy:

<http://www.rbc.edu/PDFS/webserverpolicy.pdf>

Employee Computer Policy:

<http://www.rbc.edu/PDFS/empusepolicy.pdf>

These have been recommended by the IT Planning Committee and approved by the president of the college. These policies are also on the Internet: www.rbc.edu and the ITS homepage: <http://www.rbc.edu/its.php>. We ask that all personal computer users read these policies and be guided by their contents. If you have any questions regarding any of these policies then please see me or a member of my staff.

Please remember that, under guidelines issued by Governor Allen, playing games on this PC, or even storing computer games on the hard drive, is expressly forbidden. Also, we are required to inform you that the General Assembly requires each agency to notify its employees of a 1996 law prohibiting use of State-owned or leased computer equipment to access files, materials or services with sexually explicit content.

Good luck and enjoy your new personal computing tool!

I acknowledge receipt of these Richard Bland College Microcomputer Policies and agree to abide by these policies. I acknowledge receipt of this legislation.

Signature

Date

Please sign and return this memo and the email account application to Information Technology Services located in Statesman Hall.



Richard Bland College
Of The College of William & Mary
Faculty and Staff
Campus Email and Blackboard Account
Application



Full Legal Name- First Name, Middle Name, Last Name:			
Phone #:	Last four (4) digits of Social Security #:	Birthdate: (mm/dd/yyyy)	Campus Email ID1: (See 1 Below)
This is a: <input type="checkbox"/> New Account <input type="checkbox"/> Renewal	A temporary password will be assigned by the ITS Helpdesk. Applicants will need to contact the ITS Helpdesk at (804) 862-6401 within 1-3 days of returning their account application for their temporary password for Campus Email and Blackboard accounts.		
As an applicant for a Campus Email and Blackboard account through the Richard Bland College Computer Network, I affirm that:			
1) I have read and signed the Microcomputer Policy memo, and agree to conform to all the policies listed therein. 2) I agree to abide by all of the regulations and rules in the Handbook that pertains to me: a) Adjunct Faculty: http://www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf b) Faculty: http://www.rbc.edu/Faculty/fac-handbook.pdf c) Staff: http://www.rbc.edu/HR_NEW/handbooks.htm 3) I understand that when I accept a Campus Email ID and password that I will be responsible for the integrity and security of that ID and password.			
Signature of Applicant:			Date:
Allow 1-3 days for processing. Incomplete forms cannot be processed. Please return this form along with the Microcomputer Policies memo to Information Technology Services located in Statesman Hall.			
Received by:			Date:
Office Use Only RBC Information Technology Services (804) 862-6401 <input type="checkbox"/> Email <input type="checkbox"/> Blackboard			
Completed by ITS Technician:			

1 First Initial of First Name followed by Last Name. Ex: **Campus Email ID** for Mary E. Janosky is **mjanosky** and **Campus Email address** is **mjanosky@rbc.edu**.

RBC Faculty/Staff Email Accounts can be accessed via the web- <http://www.rbc.edu>. Click on the link for Faculty/Staff and then Email or click on the link for IT Services and then click on Faculty/Staff Email under FAQs.

Blackboard can be accessed via the web- <http://www.rbc.edu>. Click on the link for Blackboard.