

Distribution List Request Form



COMPUTING & TECHNOLOGY SERVICES

Please fax completed form to 412-396-1125
 For assistance completing this form, please call 412-396-4357 (HELP)

Requestor Information (Must be DU Employee)

Full Name (Last, First, Middle Initial)	Date	DU E-mail Address _____@duq.edu
Last 4 digits of your Social Security # <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone # ()	
Department	Title	
Employee Status	<input type="checkbox"/> Administrator <input type="checkbox"/> Faculty <input type="checkbox"/> Staff	

()

Type of List	Create	Suggested List Name
Open	<input type="checkbox"/>	
Private : Moderated	<input type="checkbox"/>	
Private : Unmoderated	<input type="checkbox"/>	
Archived	<input type="checkbox"/>	This option is available for both moderated and unmoderated lists.
Description		
Expiration	<input type="checkbox"/>	Ending Date:
	<input type="checkbox"/>	Never
Change of Ownership	<input type="checkbox"/>	Name & Email:

IMPORTANT NOTE

I have read, understood, and agree to abide by the Computing Guidelines I have received. This system is for the use of authorized users only. Individuals using this computer system without authority or in the excess of their authority are subject to having all their activities on this system monitored and recorded by system personnel. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of illegal activity or violation of University regulations, system personnel may provide the evidence of such monitoring to University authorities and/or law enforcement officials. I understand that misuse of my mailing list account will lead to the suspension of my mailing list privileges.

Authorization

Employee Signature	
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Office Use Only

ID Verified (Initials):	Ticket Number:	Data Processed:
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DUQUESNE UNIVERSITY

List Server Policies

All items covered under the Duquesne University Computing Ethics & Guidelines apply to the List Server Policies. A highlight from the Ethics & Guidelines:

Computer mail (E-mail) is a resource widely distributed and supported on the Duquesne Campus. Be aware that the Electronic Communications Privacy act places electronic mail in the same category as messages delivered by the U.S. Postal Service. This means that tampering with electronic mail, interfering with, or intercepting the delivery of mail and the use of electronic mail for criminal purposes may be felony offenses. Use electronic mail for the appropriate educational, instructional and administrative purposes only. It is a violation of the Computing Policies of the University to start or forward chain letters. This behavior is also in violation of most network policies. You should be aware that chain letters can quickly degrade network performance and policies against them are needed to ensure that all users can complete their work effectively. In addition, University policy prohibits users from sending threatening, obscene, or harassing messages to other users.

The following policies are additions that are specific to the Duquesne University List Server.

- Types of lists
- Names
- Ownership
- Subscriptions
- Deletions
- Archives

Types of Lists

There are two types of Lists you can request to be created. The settings differentiate the different types of lists.

Open List – An open list anyone can join, members only can contribute to the list, and archives are not kept.

Private List – A private list the owner must approve new members. Only the members are allowed to post to the list. The list can be moderated or unmoderated and archives are optional. (Moderated lists – list owner approves all messages that are sent to the list)

Names

Naming convention must reflect the Department, Organization, or Course which the list represents.

Lists may be renamed at CTS's discretion for the following reasons:

1. The list name represents a University Department, Organization, or Academic Course with which the list owner is not affiliated.
2. The list name contains non-alphanumeric characters that may interfere with mail handling.

List names may be recycled when they become available.

Ownership

Lists on the Duquesne List Server must be owned by a Duquesne facility member, Staff member or an Administrator only. The lists are for University use only. List moderation will be done by the list owner/requester. If the owner so chooses they may appoint a user to assist in moderating the list. Upon leaving, the list owner must relinquish ownership of moderating the list to another full time facility or staff member.

Subscriptions

Lists can contain non-Duquesne email addresses, however, users are strongly urged to subscribe with their Duquesne email to ensure delivery. If a list is a private list owner must approve your membership.

Deletions

CTS will delete lists that remain dormant for a period of six (6) months, or contain only a single member unless other arrangements are specified at the onset of the list. In such cases, the list owner is notified, and has fourteen (14) business days to respond to the CTS Help Desk to request that the list be retained.

CTS will delete lists that remain dormant for a period of six (6) months, or contain no members.

Archives

Content of lists that have opted into the archive feature will be retained for 180 days.

DUQUESNE UNIVERSITY

Computing Ethics & Guidelines

These guidelines, established by the Task Force on Computing at Duquesne University, are based on a commitment to support ethical behavior in every aspect of the University community. They rely on common sense and ethical behavior to protect the privacy and access rights of each member of the community. Be aware that failure to adhere to these guidelines can result in the suspension of computing privileges, charges being brought before the judicial board, and prosecution under state and federal laws, where applicable.

Students, faculty and administrators at Duquesne University have two basic rights regarding computing: privacy and access to an equitable share of hardware, software, and network resources. It is unethical for any other person to violate these rights. University-owned computing resources are intended for administrative, research and educational purposes only; they should be used in a manner consistent with the administrative, instructional and research objectives of the University. They should not be used for personal profit, commercial development, frivolous or illegal activities.

1. Duquesne University maintains public access computing labs for use by Duquesne faculty, students and staff only. Use of these labs by University related persons is encouraged and supported. Use of these facilities by non-University related persons are prohibited.
2. Computers in individual student rooms, faculty, and staff offices are for use by authorized persons only. These machines are considered to be under the control of those individuals.
3. Central and network computer access is protected by password security. Protect yourself and your computer accounts by not divulging your password to others, changing your password frequently and deleting unwanted files. If another user should gain access to your password, change it immediately.
4. Access to computer programs and files are restricted to authorized users. Respect the privacy of others by not intentionally seeking information about passwords or files belonging to other users unless explicitly authorized to do so by those users.
5. Computer mail (E-mail) is a resource widely distributed and supported on the Duquesne Campus. Be aware that the Electronic Communications Privacy act places electronic mail in the same category as messages delivered by the U.S. Postal Service. This means that tampering with electronic mail, interfering with, or intercepting the delivery of mail and the use of electronic mail for criminal purposes may be felony offenses. Use electronic mail for the appropriate educational, instructional and administrative purposes only. It is a violation of the Computing Policies of the University to start or forward chain letters. This behavior is also in violation of most network policies. You should be aware that chain letters can quickly degrade network performance and policies against them are needed to ensure that all users can complete their work effectively. In addition, University policy prohibits users from sending threatening, obscene, or harassing messages to other users.
6. Computer resources, while widely available, are finite. Exercise common sense regarding shared resources. Refrain from engaging in deliberately wasteful practices — for example, excessive use of peer-to-peer applications, excessive printing, using the laser printer as a copy machine (printing multiple copies of a document), making unnecessary laser printouts (printing after every editing change) or unnecessarily holding public PCs or workstations for long periods of time when other users are waiting for these devices.
7. It is the policy and practice of the University to respect the copyright protection given to copyright owners by federal law. It is against policy, and illegal, for any student, faculty or staff member to copy or reproduce any copyrighted material using University computing resources except as expressly permitted by the software license. Respect appropriate laws and copyrights. Requests for the duplication or installation of software will not be honored without proof of license or proof of purchase.

DUQUESNE UNIVERSITY

Computing Ethics & Guidelines

8. Academic communities are by nature open. Respect the spirit of academia. The theft, mutilation or abuse of public or private computing resources violates the nature and spirit of the academic environment. Keep in mind that theft and abuse of computing facilities is a disservice to other users and deteriorates the computing environment in general. This theft includes theft of services. Acts of theft are referred to both the University judicial board and the campus police.

9. Computer systems, software, applications and other resources are provided for the benefit of the individuals within the University community. Deliberate or suspicious introduction of computer viruses, deletion or removal of software programs or files is a violation of computer usage policies. Acts of this nature are referred to the University judicial board for disposition.

10. The University supports the rules of use stipulated and recommended by the Internet and BITNET. Follow established guidelines for any networks or systems used both inside and outside the University. If you work on networks outside the University, such as Internet, you should use these facilities according to the network's user guidelines. In addition to network guidelines, you should follow instructions established for the content of messages posted to gopher servers, bulletin boards, news conferences and mailing lists.

11. Lab consultants are provided in several of the public computing labs on campus. Respect the purpose of lab consultants. The consultants are available to provide assistance in the use of the equipment and software. They can explain error messages, determine the cause of an error, suggest ways to avoid certain problems, provide information on software and hardware facilities, and direct you to documentation. Lab consultants are not subject tutors and should not be expected or asked to 'do' the assigned work for you.

12. Generic E-mail accounts are available for administrators, staff, and faculty only. Such accounts will only be maintained on mail.cc.duq.edu, and must meet the following criteria:· One-full time employee must take responsibility for the account, including knowledge of the password and all personnel given access to said account.· Said employee must maintain the account, which includes changing the password each semester and distributing the password only to departmental personnel.· Said employee must use the account only for University-related mail (not personal mail).· Said employee must agree to follow the above Computing Ethics and Guidelines. Generic accounts will be reviewed on an annual basis by the CTS accounts staff.

13. All faculty, administrative and student use of computers is governed by this guideline statement. Users requesting access to University computing resources will be required to sign a statement on the user account request form indicating that they have read, understand and agree to abide by these guidelines and sanctions indicated herein.