**Faculty/Department Code Opening Request Form**

Please scan the form and send it to: helpdesk@tau.ac.il

1. ***This code will be used for general department services, and may not be used as a substitute for a personal code***
2. ***Saving personal information via this code is prohibited by the Privacy Protection Act***
3. ***The individual responsible for using this code is: the head of the faculty/school/department/Computing Coordinator.***

***Requester’s information (as mentioned in Section C):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First name****(Hebrew)** | **Last name****(Hebrew)** | **Faculty/department** | **ID**(9 digits) | Phone number |
|  |  |  |  |  |

***Code details:***

|  |  |
| --- | --- |
| **Faculty codename\***(Username)2-12 characters | **Name describing the use of the code****(like first and last name)****in English** |
| **Name -1** | **Name -2** |
|  |  |  |

***Requested services:***

|  |  |
| --- | --- |
| Exchange inbox | Home dir. access |
|  |  |

## *The intended use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**\* This code is subject to personal, computerized information security laws and adequate use of computer resources and data**

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Tel Aviv University uses a vast array of systems and computing services intended to support a range of university teaching and research activities, and providing a wide range of services for these systems’ users, faculty members, students, etc...

The university invests significant resources into protecting the data stored on its computers and the external computing systems it uses in order to optimally maintain user privacy, and in order to do so, it operates a long chain of means and defense systems to suit university activity.

The below User Statement is another component of this wide array of information protection and data privacy, by focusing on its rights and the use of information given to anyone granted access to its computing infrastructure, so that the information will be used correctly and only for its intended purposes.

 ***User Statement:***

**I hereby declare and am obligated to use the university-allocated computing resources according to the following conditions:**

1. To use the university’s computing resources for my role/studies, while adhering to the laws of the State of Israel and university regulations, including any order from the university regarding the use of its name and emblem; including copyright and general laws occasionally published by the manager of the Information Technology and Computing Department.

Without infringing upon the generality of the above-mentioned, any use of computing services for commercial and political needs is prohibited.

1. To maintain secrecy regarding any information (not including public information) that reaches me while using the university’s computing resources and data, including personal information, as defined in the **Privacy Protection Act**.
2. That I am aware my university code and password are confidential and personal, and that I will be liable for any use made of them.
3. That I also hereby commit to not use a code I am unauthorized to use, or computing resources I was not directly instructed to use.
4. That I hereby allow the university to publish my name and data, as entered into the e-mail directory system, in the Tel Aviv University public mailing lists.
5. In case of suspected use that contradicts said statement, the university is allowed to take all legal means at its disposal as well as inspections, in order to make sure the code and the computing resources have been used properly.
6. According to the information at its disposal, the university is allowed to **immediately** discontinue the computer code suspected of being misused or which does not match university protocols **and/or the laws of the State of Israel**, for as long as necessary to make an inquiry and/or transfer it to the proper authorities.

The entity that authorizes the blocking of the computer code is the Chair and/or the head of the Information Technology and Computing Department, or anyone on their behalf.

***Requester signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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To be used by the Calculations Center:

***Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***