



Faculty/Staff Web Space Request Form

<i>Please Print Clearly.</i>		<i>All information MUST be provided.</i>			
Date of Request:		If Requesting Web Account Space Increase, please provide reason for increase below. Must be approved by your Chairperson.			
Status	Check One				
Faculty	<input type="checkbox"/>				
Staff	<input type="checkbox"/>				
Last Name		First Name		MI	Department Name
Office Location		Office Ext.	Email Address		Operating System Used
<p>User Responsibilities: Bronx Community College will not be held responsible for any illegal or misuse of web space accounts.</p> <p>Use and construction of web pages must be within the bounds of professional responsibilities and objectives.</p> <p>Faculty-generated and staff generated web pages that are on Bronx Community College web servers are not official publications of Bronx Community College. Authors maintain ownership and have full responsibility for the content and distribution of that content and should maintain high standards of intellectual and academic integrity.</p> <p>Faculty and staff are responsible for compliance with existing federal, state and local laws, including, but not limited to, copyright law and laws regarding privacy of student information. In addition, web pages on Bronx Community College servers must adhere to existing College and University policies (http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf). Absent the violation of those laws, policies, or statements, the College should make no attempt to censor or in any way alter the content, distribution, and/or format of any faculty or staff web page on Bronx Community College web servers.</p> <p>Faculty and professional staff should be aware that their pages are public and will reflect on the College and on themselves. As a service to users, faculty and staff should indicate on their home page the date that the website was created or modified and the e-mail address of the individual responsible for the page. Faculty and staff who use the Bronx Community College server for their own website are expected to make it accessible to people who have physical disabilities.</p> <p>Faculty and staff web pages are not official communications of Bronx Community College or of CUNY. Therefore, Bronx Community College and CUNY logos may not be used on such pages. All unofficial faculty and staff web pages must include the following statement: This page does not necessarily reflect the views of Bronx Community College or of The City University of New York.</p> <p>Faculty and staff members availing themselves of Bronx Community College web services for unofficial web pages must submit this signed statement acknowledging that they have read the Bronx Community College web site policy and will abide by it.</p> <p>Account Size is 100MB. Only (1) one web account per faculty/staff member.</p> <p>Account is to be used for all relevant BCC materials.</p> <p>Account is NOT to be used as a BCC departmental website.</p>					
Applicant	User has read the above terms and agrees to adhere to them. Failure to comply with the above may result in the revocation of the web space account.				
	Print Name:			Date:	
	Signature:			Date:	
Dept. Approval	Print Name:			Date:	
	Signature:			Date:	
					Please return completed & signed form to the Technology Service Center RBSC 308