Request To Use a Non-State Owned Computer for Research

The following requirements must be met to use personally owned computers for TAMU/TEES research purposes. All requirements must be met before a non-state owned system will be allowed to attach to any departmental network connection.

All research data and/or results derived from research performed at Texas A&M University are the property of Texas A&M University and/or the Texas A&M University System and/or the State of Texas.

Section 1
You must physically submit your system to the CVEN computer support personnel for verification of the following:

a. Virus protection software must be installed, configured, up to date, and functioning.
b. Use a North American English based operating system.
c. Current system updates and security patches must be installed.
d. Produce legal licenses for all software installed.
e. Username, PI, System configuration and MAC address entered into departmental database.

_______________________ _______________  ______________________
Computer Support Signature  Date    Printed Name

Section 2
You must agree to the rules, limitations and responsibilities for non-state systems being used for research.

a. Backups of all research data, results, conclusions analysis and papers/publications must be done onto Departmental owned systems. This may include providing your PI with CDs, Zips or DVD’s of your data or using the departmental network storage.
b. The PI is allowed to search for, access and copy any research data stored on the non-state owned system at any time.
c. All research and analysis MUST performed with LEGAL software. Use of illegal software in research is strictly forbidden.
d. You are responsible for being aware of and abiding by all University, State and Federal rules/laws concerning computer usage.
e. Do NOT install any state owned hardware into a non-state owned system.
f. Do NOT install any state owned software onto a non-state owned system without verifying with CVEN Computer Operations that it is legal to install on a non-state owned system.
g. Do NOT run any type of server software while connected to the CVEN network. This includes, but is not limited to: file and print sharing, music sharing, ftp, network scanning software, gaming servers, etc.
h. The CVEN Department provides no computer support for non-state owned computers, other than listed in Section 3.1 of this document.
i. Network traffic from non-state owned computers on the CVEN network will be monitored.
j. The CVEN Department is not responsible for any damage to non-state owned computers that may occur in the course of research or presentation of research. This includes voiding the warrantee in the attempt to recover TAMU property of a crashed system.

_______________________ _______________  ______________________
System Owner Signature   Date    Printed Name
Section 3
You must agree to the Rules, limitations and responsibilities of the Primary Investigator (PI) in order for a member of the research group use a non-state owned system for research purposes. Research purposes include, but are not limited to storage of data, analysis of data and publications and presentations of research. Backups of all research data, results, conclusions analysis and papers/publications must be done onto Departmental owned systems. This may include providing your PI with CDs, Zips or DVD’s of your data or using the departmental network storage.

a. The Civil Engineering Department cannot legally support non-state computers. The Department’s support is limited to the minimum amount of work needed to recover TAMU property (research data) from a damaged or crashed system. There will be NO software support, hardware support, operating system support or network support available from CVEN Departmental Computer Support personnel.

b. If a non-state owned system is in violation of one of the above rules or responsibilities, network access will be terminated and the PI will be informed. It is the PI’s responsibility to see the violation is corrected and the system is brought back into compliance. Computer Support personnel will verify compliance before network access is restored.

c. If the user of a non-state owned system has three (3) Section 2 violations against him or her, the user’s personal system will be permanently removed from the network, and the user will not be allowed to connect any other non-state owned system. It will be strongly recommended that the PI no longer allow that user to use non-state systems for research.

d. PI’s are responsible for all research performed by their researchers and for assuring that all research is done ethically and legally using legal software and tools.

_______________________ _______________  ______________________
P.I. Signature    Date    Printed Name

OFFICE USE ONLY:

LAPTOP MAKE\MODEL\SERIAL: _____________________________________________________________

PHYSICAL NIC MAC ADDRESS:    _____ - _____ - _____ - _____ - _____ - _____

WIRELESS NIC MAC ADDRESS:    _____ - _____ - _____ - _____ - _____ - _____

LAPTOP NETWORK NAME:   ________________________________________________________________

LAPTOP OPERATING SYSTEM:  _____________________________________________________________