

**JEFFERSON LAB COMPUTER CENTER POLICY  
ON COMPUTER ACCOUNTS FOR MINORS**

*(Please return to IT Division Help Desk)*

As part of its responsibility in authorizing and monitoring the use of central systems at Jefferson Lab (JLab), the Computing and Networking Infrastructure (CNI) group urges special cautions regarding accounts on computer systems for minors (persons under 18 years of age). The CNI group mandates that no minor be given access to the JLab central computer systems until the completion of appropriate security training in the use of the computer systems. This mandate ensures that minors are fully notified of their responsibilities in the use of these accounts and oriented to understand the special circumstances that may arise while accessing networked information sources. Additionally, this mandate is set to ensure that JLab Supervisors/Sponsors understand their explicit duty to monitor the use of these resources by minor persons under their supervision. The training shall take the form of:

1. Completion of the "Introduction to Computing at JLab" course. The minor must bring to the course this form signed by his/her JLab Supervisor/Sponsor. At the completion of the course, the CNI instructor for the course will be authorized to sign on behalf of the CNI group, which will allow further processing of the user account request.

and/or

2. Attend a meeting involving the minor, his/her JLab Supervisor/Sponsor, and either the CNI Manager, Security Manager, Help Desk Team Lead. This meeting will cover the same guidelines covered in the "Introduction to Computing at JLab" course.

In signing for their computer account(s), each user agrees to the following policies: Jefferson Science Associates (JSA) right to inspect user accounts; password protection; file and directory protection; use of copyrighted and public domain software; appropriate use of computer resources paid for by tax dollars, including appropriate use of email, networked information services, and fair use of limited resources.

**IMPORTANT: All signatures below are required. This form must be filed with Jefferson Lab User Account Request**

**Minor:**

I have been informed of my responsibilities in the above areas and agree to use my account on JLab computer systems in accordance with these policies. I understand that any infringement of the policies may result in the loss of my JLab computer account(s).

\_\_\_\_\_ (PRINT NAME) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

**JLab Supervisor/Sponsor:**

I have been informed of my responsibility to closely supervise the appropriate use of the JLab computer systems by this minor.

\_\_\_\_\_ (PRINT NAME) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

**CNI (Manager, Security Manager, or Help Desk Team Lead):**

This minor has:

\_\_\_\_\_ Attended the "Introduction to Computing at JLab" course on \_\_\_\_\_ (DATE) and has been attentive to the user responsibilities covered.

\_\_\_\_\_ Met with his/her JLab Supervisor/Sponsor and myself to cover these responsibilities on \_\_\_\_\_ (DATE)

\_\_\_\_\_ (PRINT NAME) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)