

Chemistry Information Technology Group FTP Accounts and Web Development Policy Document Policies

Purpose

The purpose of this document is to outline policies, procedures, and user responsibilities regarding FTP accounts on the Department's web server

Definitions

FTP

FTP is defined as File Transfer Protocol.

Account Holders

Authorized persons designing and maintaining files used for websites related to either the Department or its affiliated individuals, groups or organizations

IT Staff

Persons who can provide web development support, administer servers, audit log files, create and maintain ftp accounts.

Policies

1. Each ftp user account should be used by an individual and not shared with a team of developers. A separate ftp account is needed by each team member. There is a maximum of two (2) assigned accounts per development team.
2. Officers of student groups and designated staff, and faculty members can request ftp accounts. The steps required in requesting an account are outlined under Procedures.
3. FTP accounts are active for an indefinite time period. Accounts will be terminated at the account owner's request. Accounts can be established for shorter periods if needed
4. If you intend to implement programming pages and scripts (i.e. Perl, CGI, PHP), databases or build dynamic websites you must notify the CHEM-IT group in advance
5. Passwords are assigned to account holders and will adhere to minimum length and complexity standards. Assigned passwords cannot be altered.

Procedures

1. To request a FTP account, users must provide and submit the following information to the CHEM-IT Staff member(s) assigned to act upon these requests

*Required information

- a. First Name
- b. Last Name
- c. Email address
- d. Username
- e. Password

f. Group/Affiliation

2. After this information is submitted, the user account will be created and a notification email sent to the user informing them that the account is now active

Individual Responsibilities

1. All account holders must not make material available on the web server in violation of copyright, trademark, or the terms of any licensing agreement.
2. All account holders are responsible for ensuring that the information in their Web files, including links to outside resources, is valid, current, and appropriate to the goals and purposes of the Department.
3. Account holders are required to maintain files and update, remove, or correct materials as necessary. Files that are not properly maintained will be removed Department web servers after appropriate notification.
4. The server should not be used as a dedicated file repository. Additionally, account holders should make efficient use of space and avoid unnecessary duplication, unused "orphan" files, and excessively large files. CHEM-IT Staff reserves the right to impose quota limitations on the servers if necessary.
5. Any individual using the department's web server must be aware that audit-trail logs or log files may be monitored daily for security purposes only. Information such as the user's internet protocol address (IP) address, date and time of the session, the software used, the files accessed, the computer time, and storage used, and other run-related information is normally available for diagnostic, accounting, and load analysis..