Information Technology at the Graduate Center is responsible for access privileges by end users to many resources and systems in support of the Graduate Center’s mission to foster “advanced graduate education, original research and scholarship, innovative university-wide programs, and vibrant public events.” The following provisions govern the terms of use for such privileges:

a) Users must comply with the CUNY Acceptable Use Policy and the CUNY IT Security Procedure, as well as any additional applicable Graduate Center or CUNY policies or procedures.

b) Access privileges are role-based, restricted to the resources appropriate to the duties and responsibilities of various users in their roles at the Graduate Center. Users must safeguard appropriate confidentiality considerations at all times.

c) Users must comply with all applicable regulatory requirements, specifically including all provisions of FERPA as well as copyright laws and licensing provisions.

d) Personal user accounts are non-transferrable. Personal access credentials must be safeguarded, and must not be shared or revealed by end-users. Passwords and PINs are subject to requirements to be changed on a periodic basis.

e) Users are responsible for any changes they make to data on any systems. Users are cautioned that any files saved to local devices are the responsibility of the user to backup and secure. Users are further directed to the provisions of the CUNY Acceptable Use Policy and the CUNY IT Security Procedure regarding the handling of confidential or sensitive data locally.

f) By default, individual users do not have local administrative rights to individual desktop computers; any requests for local administrative rights must be approved by the Director of IT Client Services.

g) Administrative users of the GC’s Sungard Banner system must conform to the standards and practices agreed upon by the GC Banner User Group. In addition, such users must not reveal proprietary Banner source code or documentation beyond the Graduate Center.

h) Users of the GC’s Website Services (WS) system must conform to the standards and practices noted in Addendum 1 below.

If there is reason to suspect that a user has violated these provisions, the Vice-President for Information Technology may temporarily revoke or restrict a user’s access privileges, pending further investigation.
“GC Website Services” is a resource provided and supported by Information Technology at the Graduate Center of the City University of New York (CUNY). This resource is intended to serve as a friendly, collaborative and intuitive environment wherein users can freely express and share opinions on all aspects of teaching, learning and research.

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Active members of the faculty, administration, staff, and graduate students of the Graduate Center may register as account owners or participants on the Site. We will take all reasonable measures to keep information and users safe.

We hope your experience with the GC Website Services will be enjoyable and productive. The GC Website Services is located at [http://ws.gc.cuny.edu/](http://ws.gc.cuny.edu/).

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We reserve the right to change, at any time, at our sole discretion, these Terms. You are responsible for regularly reviewing these Terms. Your continued use of the Site constitutes your agreement to all of these Terms.

10. Right to Remove Content and Discontinue Service.
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CUNY also reserves the right to modify, suspend or discontinue the Site, with or without notice, at any time and without any liability to Site users.

On a quarterly basis, Graduate Center IT will initiate a process to remove abandoned sites from the WS network. A site will be considered “abandoned” if the site owner, or an authorized administrator, has not accessed the property in over 2 years and/or is no longer employed or an active student with the Graduate Center. An initial notice will be sent to all abandoned site owners, after which there will be a 1 month grace period for them to login to their properties on the network. Logging onto the abandoned site in question will effectively remove it from the abandoned sites list; no further action is necessary.

Sites that remain inactive after the 1 month grace period will be taken offline and archived for a period of 2 months. Once a site has been archived, users will need to contact IT Services (itservices@gc.cuny.edu) to reactivate it. At the end of the archive period, users will be given a final notice and a one week window to contact IT Services. If no action is taken after the final notice, the abandoned site will be permanently deleted.