

ITS MediaServer

Account Request Form (Faculty and Staff Use Only)

By signing this form, I agree to the following terms:

1. I will observe and comply with applicable laws and university policies, standards, guidelines and procedures, including those involving intellectual property, copyright, accessibility (see <http://accessibility.calpoly.edu/>), responsible use and information security (<http://security.calpoly.edu/policies/>), and as set forth by this agreement. Abuse of these policies will result in immediate revocation of my account on the ITS MediaServer and may result in further action based on the applicable policy or law.
2. ITS MediaServer is to be used exclusively to support core academic instruction, and accounts are only available to Cal Poly staff and faculty.
3. Only QuickTime formatted media files will be hosted.
4. Individual media files should not exceed fifty (50) MB in size or fifteen (15) minutes in length (please see "Web Stream" in the "Encoding Service Request Form" for specific format information). All account holders will be assigned a limited amount of disk space which is shared among users of individual colleges and departments. Media files hosted on the ITS MediaServer may be accessible from outside Cal Poly. Copyright protected material may not be posted without proper permission of the owner.
5. ITS MediaServer Support does not provide copies of the media hosted on the server. The master media set and backup copies are the responsibility of the account holder.
6. ITS MediaServer account holders are responsible for removing files that are no longer being used. Media files may exist on the ITS MediaServer for no more than one (1) calendar year from original upload date. Term extensions may be requested via e-mail to mds@calpoly.edu. Files not identified for extension are subject to deletion.
7. The personal login information is the sole responsibility of the account holder, per the [Cal Poly Responsible Use Policy](#), and should not be shared with others. The account holder will be held responsible for any consequences resulting from the account holder authorizing another individual to access their account to upload or remove content.

Name _____ College/Department _____

Phone _____ Email _____

Signature _____ Date _____

Unsigned forms will not be accepted. Please allow three (3) business days to process your application. Contact ITS MediaServer Support @ 756-2229 for more information.