ACCOUNT POLICY (v. 1.0)
(brenta.dit.unitn.it)

1. Account creation

New account on the DIT server are created by previous written request signed by a DIT teaching staff member (professor or researcher),on an apposite form available in the Secretariat of the Department, in the Webmaster's office, in the CISCA office or on the DIT website:

http://dit.unitn.it/services/index.xml?lang=en

Concerning any "special" account (projects, research account and so on, that aren't "personal" accounts), a person who's in charge of a personal account on the server must be indicated. He/she will be in charge of the maintenance of the "special" account and is contacted for any communication about the state of the account itself. In any case, the Professor/Researcher asking for this kind of account will be held responsible for the use and the content of the dedicated space on the server.

Every person in charge of an account is personally responsible of the space on the server and of the use made of it.

2. Account expiration

In general every account has an expire date, usually matching the duration of the contract with the Department (collaboration for a collaborator, PhD course for PhD students and so on). Some accounts don't expire (for instance, personnel employed at DIT).

Every user is given a sheet which contains information about the mail server, the mail alias, the people to apply to in case of problems plus some general information (operating system of the server, instructions on how to change the password and to read the mail via the webmail interface). *Username* and *password* are also present, together with the ***expire date*** of the account.

Daily a script checks the account expiration. Five weeks before the account expiration, this script sends an e-mail message to the person whose account is expiring containing the exact expire date and the procedure for getting an extension. The same occurs the following week and so on until it takes 15 days before the expiration. From that point, the messages occur daily. Once the expire date is reached, the account is deactivated (i.e. the user can't log in) but not erased. Twice a year, accounts with an expire date older than six months are removed from the server and the data are saved on an optical disc.

3. Disk quota

Every user has a quota of the DIT SAN for saving his/her data, publish a webpage and save the e-mail messages. The following table shows how the quota is assigned. Starting from July 2007 a daily incremental backup of this "disk" will be performed.

Group	Quota
Professor, Researcher	5 GB
Administrative and Technical Staff	2 GB
Research Account	1 GB
Collaborator	1 GB
PhD student	1 GB
Guest	1 GB

If one needs more disk space, a request can be sent, even with an e-mail message, to the system administrator who will increase the quota in steps of 1 GB.