

## **ETL New Shared Folder Agreement**

Group / Folder Name:

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Group Supervisor: \_\_\_\_\_

Building and Room: EPASW \_\_\_\_\_ DHSP \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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I UNDERSTAND THAT ETL AND ITS STAFF'S SOLE OBLIGATION  
UNDER THIS AGREEMENT WILL BE TO PROVIDE TEMPORARY  
STORAGE OF DATA ON ITS SERVERS.

I also understand the following Terms and Conditions with regard to my Agreement with ETL and its staff hereunder:

1. ETL and its staff shall not be responsible for any type of immediate or subsequent loss of data arising or incurred as a result of, but are not limited to: War, terrorism, insurrection, fire, flood, labor disputes, epidemic, governmental regulations and/or similar acts, embargoes, computer viruses, termination or temporary unavailability of any computer hardware or software, server, or network on which the ETL servers are located or maintained.
2. ETL and its staff presume that the user assumes full responsibility with respect to their data including backing up their entire data on a regular basis, deleting critical/private/sensitive information etc. ETL staff can assist with this, but is not responsible for regular backing up of data.
3. User agrees that the share folder is for educational and research purposes only.
4. User agrees not to use the share folder for illegal file storage (e.g., pirated material)

5. The initial quota of the folder is 10GB (Gigabytes). The limit can be increased by sending an email to [etlprob@uic.edu](mailto:etlprob@uic.edu). Quota increases will be evaluated on a case-by-case basis.
6. All users and groups will be asked to renew/continue their accounts with us every 4 months if the shared folder is not used or otherwise accessed during the previous 4-month period. ETL will send an e-mail when the renewal period is due. **Note:** Groups or users that use the shared folder or access the server frequently will not be required to renew nor will they receive an e-mail to that effect.
7. Any change in group membership should be communicated via email to [etlprob@uic.edu](mailto:etlprob@uic.edu) along with new user information, such as full name, desired username and password.
8. **If you delete anything inside a shared folder, it is no longer available in the folder. If something is accidentally deleted, send email to [etlprob@uic.edu](mailto:etlprob@uic.edu) immediately with the name of your group, and the name of the folder/file.** ETL only keeps backups for **a short time** and there is NO guarantee that such file or folder can be retrieved or restored.

By signing this document, you agree with the university's policy and ETL's policy of using ETL **properties** and servers. You, as the person who requests the shared folder, are wholly responsible for any wrongdoing by any member of your group.

Signature: X\_\_\_\_\_ Date: \_\_\_\_\_