1.0 PURPOSE

This document establishes policy for the acceptable use of technology resources at Meredith College. The College Community is based on principles of honesty, academic integrity, respect for others, and respect for others' privacy and property. Meredith College technology resources consists of assets such as: computer equipment, software, networks, web accounts and applications, and other digital assets and resources that primarily support the academic and administrative functions of the college. These assets are either owned by the college or used by the college under contract with an external provider. The user of these assets are governed by federal and state laws, as well as, college policies, regulations, and rules.

The intent is to give an overview of acceptable and unacceptable uses. This document is not to be considered an exhaustive enumeration of all uses and misuses.

This statement is intended as an addition to existing college policies concerning academic honesty.

2.0 SCOPE

All employees, contract employees, Meredith community members, students and the general public are responsible for using Meredith's computing resources in an effective, ethical, moral, and legal manner.

Information transmitted or stored on college technology resources are the property of Meredith College unless it is specifically identified as the property of other parties.

3.0 POLICY

A. Technology Services Responsibility

1. Meredith College is a private institution, and the technology resources on campus are the private property of the college. The Office of Technology Services is responsible for purchasing, installing, and maintaining technology resources, and for granting access to technology and network resources for the benefit of the college. Access privileges are granted to you as an individual: users do not have the authority to extend that access to others. Meredith technology cannot be used for any purpose outside the scope of appropriate college use.

2. Technology Services has responsibility for providing voice and data support services to the Meredith community. In terms of systems, Technology Services is responsible for telecommunications, administrative and academic computing. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that the user act responsibly.

B. End-User Responsibility

1. Users must respect the rights of other users, respect the integrity of the systems, and observe all relevant laws, regulations, and obligations. All existing laws -- federal and state and college regulations and policies apply. Illegal reproduction of software protected by US Copyright Law is subject to civil and criminal penalties including fines and imprisonment.

2. All members of the Meredith community, which includes all employees and students, will receive unique credentials which allow access to Meredith technology systems. The credentials are commonly referred to as the NETID and NETID password. It is the responsibility of the Meredith community member to insure that the NETID and NETID password is secure, confidential, and known only to themselves.

C. Acceptable use
1. Consistent with the mission of the college.
2. For the purpose of and in support of education and research.
3. By students, faculty and staff who have a current NETID, and a valid NETID password.

D. Unacceptable use
1. Unauthorized copying or illegal usage of copy-protected material.
2. Destruction of or damage to the equipment, software or data belonging to the college or other users.
3. Use of computers or the network that violates federal, state or local laws or statutes.
4. Providing, assisting in or gaining unauthorized or inappropriate access to Meredith's computing resources.
5. Activities that interfere with the ability of others to use resources effectively.
6. Use of any NETID and NETID password which belongs to another person, even with their consent.
7. Sharing of one's unique NETID and NETID password with another person.
8. Activities that result in the loss of another person's work or unauthorized access to another person's work.

E. Hardware
1. Desktop systems and peripherals (printers, telephones, monitors, etc.) may only be moved from one workspace to another by the Office of Technology Services. Moves internal to the current workspace are acceptable under this policy. Department Heads must consult with the Director of User Services before any equipment is moved from its current workspace.
2. All security cables and locks must be installed by Technology Services. Technology Services maintains keys and codes for all computer security cables.

F. Software Installation
1. Legal copies of college-owned software can be loaded on college owned computers.
2. College-owned software cannot be loaded on any non-college computer, unless specifically allowed by the license agreement and approved by the Director of User Services.
3. It is the responsibility of individual departments to fund department software and upgrades. Technology Services orders all software, including network software, internet software, drivers, plug-ins, or other software.
4. Software which interferes with the operation of the local computer and/or College technology infrastructure is prohibited.
5. Software which is not related to Meredith academic or administrative business is prohibited.

G. Data Storage

1. Any authorized user of Meredith technology should not store any file/s on college-owned public use computers. Public use computers utilize software which will delete saved files after each restart.
2. Faculty and staff are responsible for back-ups of data stored on local hard drives of college-owned systems.

H. Misuse of Technology Resources

1. Misuse of computing, networking, or information resources may result in the loss of computing privileges. Users may be held accountable for their conduct under additional applicable College policies.

4.0 REVISION HISTORY

Date	Revision #:	Description of Change
4/12/2013	1.0	Initial Creation
2/22/2016	1.1	Put policy in the appropriate formatting, and reworked "purpose" and "policy" section.

5.0 INQUIRIES

Direct Inquiries about this policy to:

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