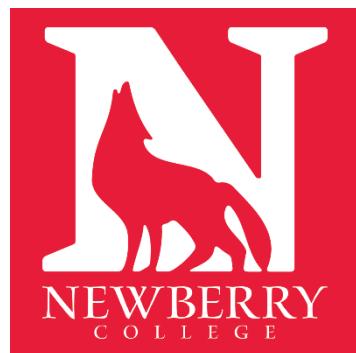

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

2015 - 2016



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NEWBERRY COLLEGE
2100 College St., Newberry, SC 29108

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

Contents

Introduction	2
Purpose.....	2
Responsibilities.....	2
Compliance	3
Enforcement and Disciplinary Procedures	4
Procedure to Update and/or Amend.....	4

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

Introduction

Newberry College offers comprehensive academic programs that emphasizes the use of technology. Access to information technology is essential to the pursuit and achievement of the college's instructional, research, administrative and service missions. As such, the use of information technology is a privilege and all members of the college community are expected to be responsible and ethical users of information technology. This policy applies to all technology acquired by or on behalf of Newberry College (wherever used) and all technology (however acquired) used on any Newberry College resources¹.

Purpose

The Acceptable Use Policy:

- A.** Promotes the responsible and ethical use of computing, information resources, and/or communication systems, collectively known as "information technology" but hereafter known as "IT," administered by the Office of Campus technology (OCT).
- B.** Defines the rights, responsibilities, and standards of conduct for its faculty, administrators, staff, students, and other authorized users with regard to the use of IT.
- C.** Explains the appropriate procedures for enforcing any and all misuse of the college's IT resources and outlines appropriate disciplinary procedures for violating these rules.

Responsibilities

- D.** It is the responsibility of the college faculty, administrators, staff, or student workers to communicate this policy and its contents to any and all users of IT at, or in affiliation with, Newberry College. Not being aware of any part of this policy does not excuse the individual from being responsible for its contents.

¹ Computers, computer systems, networks, electronic communications systems, institutional or third-party cloud data storage media, facilities, peripherals, servers, routers, switches, equipment, software, files, or accounts.

² While Newberry College recognizes the importance of (and makes every attempt to achieve) privacy, the college cannot promise privacy of information stored on, or sent through, college-owned systems or resources except for certain information pertaining to student records, research, or other proprietary or patentable materials.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

- E.** The Newberry College OCT is responsible for the following:
 - i.** Maintaining user accountability requirements including user identification and authentication, account administration, and password integrity.
 - ii.** Making every effort to protect the privacy of users and confidentiality of data².
 - iii.** Ensuring fair access to IT.
 - iv.** Developing, implementing, and enforcing security policies and standards.

- F.** All Newberry College IT users are responsible for the following:
 - i.** Acting in a responsible, ethical, and legal manner in the use of IT. As such, this use of IT implies consent with any and all applicable college policies and regulations.
 - ii.** Using IT for authorized college business only. Excessive use of any IT resource for personal use is prohibited.
 - iii.** Safeguarding data including personal information and passwords.
 - iv.** Recognizing the limitations to privacy afforded by electronic services.
 - v.** Respecting other users and their expectation of privacy, confidentiality, and freedom of expression.
 - vi.** Taking precautions to prevent the initial occurrence and/or spread of computer viruses. Therefore, network connected resources must utilize college-approved anti-virus/spyware software (ESET Antivirus & Spyware).
 - vii.** Avoiding any unauthorized or illegal use of IT. This includes but is not limited to the transmission of abusive or threatening material, spam, or communications prohibited by state or federal laws.
 - viii.** Avoiding software or web pages that attempt to circumvent installed network controls.
 - ix.** Using IT in compliance with applicable license and purchasing agreements. Each user is individually responsible for reading, understanding, and adhering to all licenses, notices, and agreements in connection with IT which he or she uses.

Compliance

- G.** Newberry College reserves the right to capture, preserve, and/or inspect any information transmitted through, stored on, or used on any IT resource without notice but especially when:
 - i.** There is reasonable cause that a user has violated this policy.
 - ii.** A user or an account appears to be engaged in unusual activity.
 - iii.** It is necessary to protect the integrity, security, or functionality of IT resources.
 - iv.** It is necessary to protect the College from liability.
 - v.** It is permitted or required by law.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

Enforcement and Disciplinary Procedures

- H. Any user who violates any part of this policy may be subject to the following:
- i. Suspension or revocation of the user's computer account and/or suspension or revocation of access to the college's IT resources.
 - ii. Disciplinary action as described in Newberry College's Student Handbook which may include suspension, dismissal, or expulsion from the college.
 - iii. Disciplinary procedures outlined in Newberry College's Faculty Handbook or any other documents outlining conduct for faculty, staff, administration, or student employees which may include termination of employment or other disciplinary action.
 - iv. Civil or criminal prosecution under federal and/or state law. Noncompliance with certain provisions of this policy may incur penalties under such laws which may include fines, orders of restitution, and imprisonment.
 - v. Re-instatement of computer privileges shall be examined on a case-by-case basis.

Procedure to Update and/or Amend

Newberry College reserves the right to update and/or amend this document to reflect college policy changes and/or state or federal law.