

Policy Number	Policy Title
6001.00	Acceptable Use of Information Technology Resources

Contacts and Dates	
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Responsible Office	Policy Owner
Media & Information Technology	VP/CIO

Effective Date	Last Updated	Next Review
01-25-2008	05-05-2016	05-05-2017

Policy Description

Policy

This policy addresses use of college owned or contracted (including grant funded) technology resources. The policy will be electronically acknowledged upon hire as well as annually by all employees, students, and contractors of the college. Failure to acknowledge the policy when prompted will result in interruption of access to the College's technology resources.

Spelman College implements and maintains information technology resources (computers, tablets, networks, software, servers, databases, web servers, Internet, etc.) for the use of its community members. These resources are intended for college related activities that further the mission of the College, support academic instruction, facilitate college administrative functions and enhance campus life.

The access to these resources is a privilege that is granted to Spelman's faculty, staff and students who bear the responsibility to use them within the normal constraints of legal and ethical behavior as defined by federal, state, local and college policies, procedures, guidelines and laws. Often technologies enable actions which are technically possible and yet not legally permissible. Spelman's expectations with regard to the use of its information technology resources is that the user of these resources is responsible for knowing what is permitted and acts within the laws and college policy that govern these resources.

Scope

This policy applies to all users of Spelman's information technology resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific departments of the college or to uses within specific departments. Consult the operators or managers of the specific computer, computer system, or network in which you are interested or the management of the unit for further information.

Use of Spelman College information technology resources constitutes an acknowledgement of this policy.

Policy

Users of Spelman College's information technology resources must:

- Comply with all federal, state, and other applicable law, all generally applicable college rules and policies, and all applicable contracts and licenses.
- Protect individual user account credentials from unauthorized use.
- Maintain responsibility for all activities associated with user account(s) or that originate from the user's system.
- Use only those computing resources that the user is authorized to use and use them only in the manner and to the extent authorized.
- Access only information that is the user's own, that is publicly available, or to which the user has been authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or for personal financial or other gain, or in a manner not authorized by the College.

In making acceptable use of resources users must NOT:

- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to college data.
- Share passwords and pins to any college system with anyone.
- Use college information technology resources in a manner that would jeopardize the College's status as a non-profit institution such as using information technology resources to circulate advertising for products or for political candidates.

- Make or use illegal copies of copyrighted materials or software, store such copies on college systems, or transmit them over college networks.
- Attempt to circumvent or subvert system or network security measures.
- Use another person's system, user account credentials, files, or data without permission.
- Engage in any other activity that does not comply with the general principles presented above.

It is understood that technology resources purchased via college funds, including grants, are the property of the College. Data stored on these devices are also the property of the College including:

- Emails and attachments sent and received by @spelman.edu accounts.
- Any files stored on the colleges shared servers.
- Any files stored on the college provided OneDrive for Business via its Office 365 license with Microsoft.
- Any software or applications used in conducting college business.
- Spelman named accounts used in conducting office college business.

Users who violate this policy may be denied access to college information technology resources and may be subject to other disciplinary action, both within and outside of the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user.

For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Definitions

N/A

To Whom Policy Applies

To whom and/or what the policy applies; lists groups who must know and adhere to the policy

All College (Faculty, Staff, Students, Trustees, Contractors [unless otherwise negotiated])

Divisional

Unit/Department Specific

External Regulation (if applicable)

N/A

Tags

N/A

Implementation

Procedures

N/A

Monitoring

N/A

Exceptions/Exclusions (If applicable)

N/A

Background and History

Administrator Access (Policy Owner)

Review, Approval, and Change History: Policy is required to be reviewed annually

Date (MM-DD-YYYY)	Reviewed by Policy Owner	Brief Description of Change (if applicable)	Change/Update Approved by (title, not name)
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