## A. POLICY STATEMENT

This policy establishes guidelines for acceptable use of Stephens College information technology resources. All information technology resources provided by Stephens College are the property of the College. While the College values the principles of academic freedom and privacy and does not condone casual inspection of the information contained within or transmitted via these resources, electronic information on the College's networks or equipment, including, but not limited to, web browsing history, electronic mail, and personal information, is subject to examination by the College under the following circumstances:

1. Where it is necessary to maintain or improve the functioning of information technology resources;
2. Where there is a suspicion of misconduct under the college's policies, or suspicion of violation of Federal or State laws;
3. Where it is necessary to comply with or verify compliance with Federal or State law including e-discovery procedures; or
4. If it will serve a legitimate business or operational need of the College.

The underlying principles of this policy are:

1. To ensure the integrity, reliability, availability, and performance of the College's information technology resources;
2. To ensure that the use of Stephens College's information technology resources is consistent with the principles and values that govern use of other facilities and services within the College;
3. To ensure that the information technology resources are used for their intended purposes; and
4. To establish the procedures addressing policy violations and sanctions for violators.

## B. PURPOSE

Information technology resources are critical in supporting the basic missions of Stephens College in teaching, learning, public service, research and administration. This policy provides guidelines for the appropriate use of Stephens College information technology resources as well as for the College's access to and oversight of these resources. Users of the College's information technology resources have a responsibility to follow the College's policy governing the use of these resources.

## C. SCOPE

All individuals that have, or may require, access to the Stephens College information resources, including, but not limited to all faculty, staff, students, visitors, and vendors using the College's information technology resources.

## D. DEFINITIONS

Information technology resources - computer devices, data, applications, and the supporting network infrastructure.

### E. RESPONSIBILITIES

Responsibilities of Users with Access to College Computer Resources will adhere to the following:

1. Use Stephens College information technology resources in an ethical manner and one that is compliant with College policies and State and Federal law.
2. Protect and do not share access to systems (User ID) with other users.
3. Protect password from unauthorized use; password should never be shared with other users.
4. Respect the intellectual property rights of authors, contributors, and publishers in all media. Never infringe upon someone else's copyright. It is a violation of college policy and federal law to participate in copyright infringement. Copyrighted materials include, but are not limited to, computer software, audio and video recordings, photographs, electronic books, and written material.
5. Adhere to the terms of software licenses and other contracts. Persons loading software on any College computer must adhere to all licensing requirements for the software. Except where allowed by College site licenses, copying software licensed for College use for personal use is a violation of this policy.
6. Adhere to data access policies of the College or those established by law.
7. Never use or disclose confidential data, or data that is otherwise confidential or restricted, without appropriate authorization.
8. Do not use the information technology resources for excessive unauthorized or personal use. Use resources appropriately. Users are expected to promote efficient use of network resources, consistent with the instructional, research, public service, and administrative goals of the college. Do not interfere with the activities of others or use a disproportionate share of information resources. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks (employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources.) Examples of disproportionate uses generally include activities such as streaming media at high bit rates, serving a multi-user game, shopping excessively on-line, etc.
9. Do not use information technology resources in a manner that interferes with the proper functioning of the College's information technology resources.
10. Do not use information technology resources in a manner that unreasonably interferes with the ability of others to make use of College computer resources.
11. Do not attempt to gain unauthorized access to the computer system, or files of another user.
12. Do not use computer resources to infringe the intellectual property rights of others.
13. Do not use computer resources for personal profit (except as permitted under the College's conflict of interest policy). For example, you may not be paid, or otherwise profit, from the use of any university-provided information resource or from any output produced using it.
14. Do not use information resources to do something illegal or destructive. This can result in disciplinary action, criminal charges, or both.
15. Do not send harassing, inappropriate, or rude correspondence.

## F. ENFORCEMENT PROCEDURES

Violation of the Acceptable Use Policy may result in a denial of access to Stephens College information technology resources, and other appropriate disciplinary actions, including, but not limited to, verbal warnings, revocation of access privileges, disciplinary probation, suspension from the college, and criminal prosecution.