

TECHNOLOGY USERS RESPONSIBILITY AGREEMENT

General Statement

As a part of the physical and social learning infrastructure, Johnson College acquires, develops, and maintains computers, computer systems, and data/communications networks. These resources are intended for college-related purposes, including direct and indirect support of the college's instruction, research, and service missions; of college administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of college technology resources. So, too, however, do the responsibilities and limitations associated with those rights. Technology resources like the use of any other college-provided resource and like any other college-related activity are subject to the normal requirements of legal and ethical behavior within the college community. Thus, legitimate use of technology or data / communications network does not extend to whatever is technically possible.

Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means. In addition to college owned and operated technology resources, this agreement includes use of personal technology equipment used on the college campus and in the college environment. Use of personal items such as cellular / digital telephones, laptop computers, PDA's and other electronic data / communications devices are subject to usage under certain terms designated by Information Services and/or the college administration. The college is not responsible for damage done to personal property while located on campus or attached to the college's data network. This includes physical damage as well as damage caused by external threats such as viruses, spyware and SPAM e-mail. The Information Services staff are here to help with all technology needs and support on campus. We support any issues involving any campus owned computer systems or devices. We recognize that Faculty, Staff, and Students require access to campus systems from on and offsite via their personal devices. Because of the variety of hardware, software, and other alternatives, it is not feasible to provide full support for personal devices. As a courtesy, the Johnson College Information Services Team will provide the following limited support of personal devices:

- Accessing the campus wireless network.
- Configuration of remote desktop connections (terminal server access).
- Configure campus email on a device.

Any other issues with personal devices, including anything that prevents the configuration of anything in the previous list, will not be supported by Information Services staff.

Usage of personal devices on campus or when accessing the campus network from offsite, still requires adherence to the Technology Users Responsibility Agreement.

Policy

All users of technology resources must:

- Comply with all federal, Pennsylvania, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Activities that cause “disruption” of academic or other college activities are prohibited.
- 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 gain.
- Refrain from stating or implying that they speak on behalf of the college and from using college trademarks and logos without authorization to do so.
- Ethically use technology and agree not to use any resources for the purpose of cheating academically. The use of network-based instant messaging, text messaging, or telecommunications devices in the classroom is prohibited.
- Refrain from altering, defacing or removing any college owned electronic hardware or its components. This includes the hardware and any connecting cables, parts or fixtures.
- Abide by external resource’s end user and privacy agreements including but not limited to Desire2Learn, Office 365, and Wiggio (<http://wiggio.com/terms.html>).
- All college electronic technology resources are intended for college business use only. Refrain from using any college technology resources for the expression of any personal issue(s) or concern(s) of any kind.

The connection of any data/communications devices to college networks is prohibited without the direct permission of the Director of Information Services or their designee. This includes laptop computers, PDA’s or other network based devices physically connected to the network or a wireless connection.

Appropriate Technology Usage

Since all the Johnson College computer systems, software, e-mail and internet connections are college owned, all Johnson College policies for students and employees are in effect at all times when using Johnson College systems, even when they are accessed remotely.

Any student or employee who abuses the privilege of access to Johnson College systems, technology, email or equipment may be denied further access to college systems.

Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or any materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. This includes email or internet transmitted jokes that are obscene, X-rated or depict individuals in a derogatory or inflammatory manner. This also includes any disparaging, abusive, profane, or offensive language or materials that would

adversely or negatively reflect upon Johnson College or its reputation. Illegal activities (such as piracy, gambling, extortion, blackmail, or copyright infringement) using Johnson College provided systems, equipment, internet access or technology is forbidden.

Enforcement

Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. Users who violate this policy may be denied access to college technology resources. This may include a temporary suspension or access blockage to an account.

In more extreme circumstances, users may be subject to other penalties and disciplinary action as described in the Johnson College Staff

Information Guide or the Student Handbook. Employee discipline could be up to and including termination of employment. Student discipline could be up to or include termination from programs of study within the college. Both employee and student violations could result in notification to appropriate law enforcement authorities outside of the college.

Security and Privacy

The college employs various measures to protect the security of its technology resources and of their users' accounts. Users should be aware, however, that the college cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. The sharing of passwords or logging onto any college system with another user's credentials is prohibited and subject to disciplinary action. Users should also be aware that their uses of college technology resources are not completely private. While the college does not routinely monitor individual usage of its technology resources, the normal operation and maintenance of the technology resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The college may also specifically monitor the activity and accounts of individual users of college technology resources, including individual login sessions and communications, without notice, when (a) it reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability; (b) there is reasonable cause to believe that the user has violated, or is violating, this policy; (c) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (d) it is otherwise required or permitted by law. Any such individual monitoring, other than that specified in "(a)", required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by an administrator of the college. The college, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings.

Agreement

As a user of Johnson College technology resources and as a precondition to my technology usage, I agree to all established policies and procedures related to data security,

confidentiality, software copyright and computer information resource usage. I have read and understand my responsibility and agree to abide by the security procedures as stated above; detailed in the Johnson College Policy, and any that may be conditional by the software manufacturer.