Computing resources are made available to members of the Franklin College community to promote and enhance learning and research, and to support College-related duties and assignments. Members of the College community may have different levels of access to these resources, but anyone who uses the IT Services of the College agrees to adhere to the policies stated herein. The network is available 24 hours a day with the exception of Fridays 6 am to 7 am.

Responsibilities of Users

Access to IT Services is a privilege to which faculty, staff, and students are entitled. Use of these services is limited, however, to purposes related to the College's mission of education, research, and public service. Certain responsibilities accompany that privilege, and understanding them is important for all computer users. These responsibilities include but are not limited to the following:

- Computer accounts, passwords, and other types of authorization are assigned to users and shall not be shared with others.
- The user will select a password that meets the **Secure Password Policy** and change it when notified to do so.

Security

IT Services will take reasonable steps to help its users protect their stored information from accidental loss and unauthorized access. The ultimate responsibility for the protection of information rests with users, and the college is not liable for loss of data. The College, wishing to make its computing resources available with the fewest interruptions possible, grants the IT Services staff the authority to monitor activities on the network. Such monitoring will be conducted in a manner that will preserve as much as possible the privacy of network users.

Confidentiality

Information stored on College computers is considered confidential unless the owner intentionally makes that information available to other groups or individuals. Requests for disclosure of confidential information will be honored only when approved by College officials or when required by state or federal law. Except when inappropriate, computer users will be notified prior to such disclosure.

E-Mail

E-Mail is a college resource and should be used primarily for educational and administrative purposes. Individuals do not have personal privacy rights to materials created, received or sent from the e-mail system.

Censorship

Free expression of ideas is central to the academic process. The Franklin College IT Services administrators will not remove any information from active individual accounts unless the administrator determines that:

- The presence of the information involves illegality (e.g. the material is copyrighted).
- The information endangers computing resources or the information of other users (e.g. a computer worm, virus, or other potentially destructive program).

Legal Usage

Computing resources may not be used for illegal purposes. Examples include:

- Unauthorized copying or distribution of copyrighted material. (This prohibits copying of site-licensed software for personal use or distribution to others except as permitted under the terms of our license agreements.)
- Destruction of or damage to hardware, software, or data belonging to the college or other users.
- Disruption of, interference with, or unauthorized monitoring of electronic communications.
- Harassment of others.

Ethical Usage

Computing resources shall be used in accordance with the ethical standards of the College community. Examples of unethical use (which may also involve illegality) include:

- Violations of security or any attempts to compromise the College security systems.
- Unauthorized use of accounts, files, and data which do not belong to the user.
- Unauthorized use of access codes assigned to others.
- The intentional introduction of a disruptive program, such as a "virus" or a "worm."
- The intentional use of computer telecommunications facilities in ways that impede the computing activities of others.
- Academic dishonesty (e.g. plagiarism and cheating).
- Violation of software licensing agreements.
- Violation of network policies.
- Violation of another user's privacy.
- Storing on College systems information that may injure someone else and/or lead to a lawsuit or criminal charges. (e.g. pirated software, destructive software, or libelous statements)
- Using College computer systems for advertising or commercial enterprises.

Responsible Usage

Proper use of computer resources follows the same standards of common sense, courtesy, and restraint found in the shared use of other utilities. It includes:

- Regular deletion of unneeded files from one's accounts.
- Restraint in the use of network resources.

Infractions, Adjudication, and Sanctions

Violators of these policies will be subject to the disciplinary procedures of the College as stipulated in The Key, all employee handbooks and other pertinent College documents. Loss of some or all computing privileges may result. Illegal acts are also subject to prosecution by state and federal authorities.

The IT Services staff has the authority to take immediate actions to protect the integrity and proper functioning of the computing systems and networks. This may involve the removal of suspected files or programs from central, shared hard drives, and the disconnection of an individual causing interference or disruption of network services.