All servers (computer systems) at Converse College that have files and programs stored on them shall be considered confidential and private. All users are given their own network storage space which they may use for storing document files as well as other directories assigned according to their needs.

1. Information Technology Services has the responsibility for safeguarding the confidentiality and privacy of the programs and files on the servers and personal computers. This responsibility is to be shared by all users.

2. All faculty, staff, and students are given a unique user identification and password known only to that user. Each user will be held responsible for all activities attributed to that user identification. Therefore, no user shall share their password with others, use passwords that are difficult to guess, and change them frequently.

3. The absence of security protection on a file or resource shall not imply permission to access that file or resource.

4. Everyone must ensure that all reasonable measures are taken to restrict access to files containing confidential information, and that all applicable laws and standards are followed.

5. Information Technology Services may implement security procedures that require users to choose passwords that are difficult to guess and can force a user to change them at a given interval.

6. Information Technology Services must be notified by the Human Resources Office immediately upon the termination of an employee or by the Registrar’s Office of a change in student status of any individual that has access to Converse College computer systems. This will allow for the deletion of the stated person’s user account thus protecting the security of Converse College computer systems and files.

7. This guideline shall apply to all persons, including students, faculty, staff, and others.

8. This guideline shall apply to all programs and data files within any computer system, whether the files belong to a student, faculty member, staff member or any other member of the Converse College community.

9. Anyone who has knowledge of an attempt by anyone to violate this guideline shall make known this violation to Information Technology Services who will take this information to the President of Converse College.

10. Any person guilty of violating the security of any files or programs shall be subject to disciplinary action from the College according to approved faculty and staff procedures.

11. Information Technology Services is not responsible for ensuring that your home Internet Service Provider is functional and compatible with our email system.
PURCHASES FOR COMPUTER SYSTEMS
AND PERIPHERALS

There are many types of computer systems available today and all users do not need the same requirements. Not all computer peripherals will work with all types and brands of computers and operating systems. In addition, product applications may vary. Therefore, it is important to verify all aspects prior to purchase.

All departmental purchases for computer systems and/or peripherals must go through Information Technology Services, so the product that is to be purchased can be verified for user needs, applications, and compatibility with the existing system. This will insure that the requesting department will receive a complete quote for all items needed. Since all purchases of hardware and software must go through Information Technology Services, a purchase order must be submitted that is signed by the budget manager and filled in with the line item account number that the item(s) is/are to be charged.

Objectives

1. Information Technology Services will be able to track departmental purchases for inventory purposes.

2. Information Technology Services will be able to schedule all installations in a timely manner as well as keep track of the order and the expected delivery date.

3. Information Technology Services will be able to make recommendations to the requesting department before a final decision is made.
USE OF SOFTWARE

1. Converse College has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation may be made without the express written consent of the software publisher.

2. Converse College will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the College, and such use is strictly prohibited.

3. In some cases, the license agreements for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of the College’s Information Technology Services.

4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for Converse College employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to discipline, up to and including immediate termination of employment.

5. Converse College reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use; announced and unannounced audits of college computers to assure compliance; the removal of any software found on the College’s property for which a valid license or proof of license cannot be determined; and disciplinary action including termination in the event of employee violation of this guideline.

6. Converse College is a professional organization. All screensavers loaded on computers must be Microsoft Windows choices. Photograph and other screensaver programs are disallowed.
ELECTRONIC MAIL GUIDELINES

Read and follow the policies documented in *Guidelines for Acceptable Use of E-mail*.

The content and maintenance of a user’s electronic mailbox is the user’s responsibility.

Check e-mail frequently and delete unwanted messages and sent items since these messages take up disk storage and space.

Never assume that you are the only one who can read your e-mail. Do not maintain anything private in your disk storage area.

Never report viruses directly to the members of the campus community. If you have been alerted about a certain virus, please notify ITS (9457). This department will confirm if the virus attack is real or if it is a hoax.

GUIDELINES FOR ACCEPTABLE USE OF E-MAIL

Access to computer systems and networks owned or operated by Converse College requires adherence to college policies, the Honor Code, and federal, state, and local laws. Acceptable use requires responsibility and ethical behavior. Electronic mail is provided to students, faculty, staff, and administration as a tool that facilitates educational and administrative purposes.

USER RESPONSIBILITIES

1. You must not share your user ID and password with others. You are responsible for all activities that occur from your user ID.
2. You may not engage in activity that may be harmful to Converse College’s computer systems. This includes propagating viruses, disrupting services, or damaging files.
3. You may not use the college systems and networks for profit or personal financial gain.
4. You may not duplicate or transport by electronic means copyrighted or licensed software unless it is explicitly stated that you may do so. When in doubt, DON’T COPY.
5. You may not use e-mail services to harass, intimidate, or otherwise annoy another person. For example, chain letters or other unsolicited “junk” mail is prohibited.
6. You should be considerate in your use of shared resources. Do not monopolize or overload the computer systems (e.g. Napster). Access priority will be given to individuals needing to complete academic and/or administrative assignments.
7. You may use the Campus Bulletin Board (located under Public Folders) for information that does not relate to campus business (meetings, etc.). You may post items for sale in the folder named Items For Sale/Rent.

8. All student, class, and SGA officers will be given the capability to e-mail through the global list. The information distributed should deal with these organizations' activities. Meeting times should be published on the Campus Bulletin Board.

Converse College considers any violations of user responsibilities to be a serious offense. The college reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action and revocation of all computer privileges.

If you are found in violation of the Acceptable Use Policy issues 2, 3, 4, and 5, the user’s account will be locked immediately. Further access to all computing resources will be denied. An appeal may be made in writing to the Director of Information Technology. If you are using the college e-mail system in order to submit class assignments to a faculty member, you will be responsible for making alternative arrangements with the faculty member.

For other violations, a warning will be sent and kept on file. After a second offense, the user’s account will be locked for thirty days. After the third offense, the user loses all access to computing resources. An appeal may be made in writing to the Director of Information Technology.

Criminal activity will be reported to the proper authorities. Criminal activities include, but are not limited to, fraud, unauthorized access, harassment, and copyright violations.