

TECHNOLOGY AND ELECTRONIC COMMUNICATIONS

POLICY:

These policies are in place to insure the reliability and integrity of Martin Methodist College's Information Systems infrastructure. Because violations of these policies could, knowingly or unknowingly, have substantial ramifications for the college's information systems, Martin Methodist College must set and enforce policies for employee use to protect these systems. It is imperative that each employee read, understand, and abide by these policies. Improper use of Martin Methodist College's Information Systems and equipment may result in disciplinary action up to and including termination.

ELECTRONIC EQUIPMENT:

All computers and electronic telephonic media including, but not limited to, fax machines, telephones, removable data storage media, email and voice systems (collectively, the "Electronic Equipment"), and all messages, data and communications created, transmitted or stored in the Electronic Equipment, are Martin Methodist College property and should be used only for business purposes or appropriate incidental personal purposes. Martin Methodist College expressly reserves the right to terminate personal usage at its sole discretion.

PRACTICE:

1. Each full time employee and certain part-time employees are given access to Martin Methodist College computer systems according to the needs of the college. Specific access is granted, through usernames and passwords, for that use only. It is imperative that usernames and passwords are not shared. No person shall operate a computer with another user's login credentials. To minimize unauthorized access to the network, passwords will be changed regularly.
2. Users, other than authorized management and supervisory personnel, are prohibited from attempting to access files, email and other resources without being granted specific permission. Users are prohibited from attempting to circumvent any system security measure.
3. To ensure the reliability and integrity of Martin Methodist College's information systems, the system administrator will monitor all system usage. This includes, but is not limited to, files, email, websites visited, logon/logoff times, storage utilization and individual workstations. The system administrator needs routine access to all systems for maintenance and monitoring systems performance, and from time to time will conduct random spot checks.
4. All equipment, systems, software, files and email belong to Martin Methodist College. Martin Methodist College routinely makes backup copies of all files, email and data. To assure compliance with these policies, Martin Methodist College reserves the right to inspect any and all files, email and other data stored on any of its systems. All documents and files are considered property of Martin Methodist College, and because we must

operate under the “open records law,” any document or file is subject to media inspection.

5. No software may be installed, intentionally or unintentionally, on any Martin Methodist College-owned system except by the system administrator or an authorized representative. All software must be properly licensed and all license provisions must be strictly adhered to.
6. Users are not allowed to install or play games on any Martin Methodist College-owned computer system.
7. Due to copyright infringement issues, users are prohibited from downloading, storing or transmitting any music or video files that are not Martin Methodist College-business related and authorized for use by the license holder.
8. Users should regularly review personal and departmental files and email, deleting any files or email that are no longer necessary. Network storage space involves a significant financial investment to Martin Methodist College and as such, file space must be regularly reclaimed to make space for other users and projects. Files stored over an unreasonable amount of time, as recommended by the system administrator and approved by the President & Vice President of Financial Affairs or Academic Dean, will be archived and deleted from the servers. Except in extreme situations, advance notice will be given prior to archiving.
9. Users are prohibited from using Martin Methodist College systems for personal interests, including, but not limited to, outside business ventures, political campaigns or non college sponsored religious activities.
10. Remote access to the Martin Methodist College network will only be granted for a justifiable need. Written requests for such access should be forwarded to the system administrator for consideration and approval.
11. Use of personal devices attached to the Martin Methodist College network (Palm Pilots, Pocket PCs, etc.) must be approved by the system administrator.
12. Equipment that is checked out or used off-site will fall under all the guidelines provided herein.
13. Before being granted any access to any system, each employee will be required to sign a written acknowledgement of having received and agreeing to Martin Methodist College’s computer and Internet policies.

E-MAIL USAGE

PRACTICE:

1. Email is not private and/or confidential. All email messages are official college records. The contents of any email message may be disclosed for legitimate business purposes to Martin Methodist College managers and supervisors without employee permission and/or knowledge. Martin Methodist College routinely backs up all email communications. Therefore, deleting an email message does not guarantee that it has been erased from the system.
2. Because Martin Methodist College provides the email system to assist employees in the performance of their job, email should be used for appropriate business purposes. Appropriate incidental and occasional personal use of email is permitted, but these personal messages are subject to the same review as other messages. Employees should exercise good judgment and not use the email system to transmit any message they would not want read by a third party. In making personal use of the electronic communications systems, employees should exercise a rule of reason, and utilize electronic communication systems consistently with Martin Methodist College's goals.
3. Martin Methodist College's email system should not be used, intentionally or unintentionally, to annoy, intimidate, offend, threaten, libel, slander, harass or disrupt the legitimate business pursuit of another individual. All electronic communications, whether sent within Martin Methodist College or to persons outside Martin Methodist College should be courteous and professional in all respects and should not contain any statements that might embarrass Martin Methodist College, any of its employees or customers, or which may violate Martin Methodist College's anti-harassment policy.
4. The creation and forwarding of chain email, jokes and other non-business communications is prohibited.
5. Users are not allowed to sign up for non-business-related email mailing lists using their Martin Methodist College email address. While email lists can be a valid method of communication for business purposes, non-business-related mailing lists are a misuse of college resources.
6. Every email sent and received through the Martin Methodist College email system has a definite and quantifiable impact on the system storage. Users should consider the implications of every email sent.
7. The email system is not intended to be used as a method of file transfer or file storage. Though occasional transmittal of files is expected and permissible, large attachments should be sent by other means. The system administrator can assist in finding other ways of transmitting and storing large files and email.

INTERNET USAGE

PRACTICE:

1. The college will limit World Wide Web and other access to those employees who demonstrate a legitimate business need. Employees may access the Internet from Martin Methodist College owned equipment only for legitimate business purposes or appropriate incidental personal purposes. The ability to surf the web and engage in other Internet activities is not a fringe benefit to which all workers are entitled. If a worker does not have sufficient Internet access but needs such access for a particular project, he or she can request temporary access for a particular project from his or her supervisor, who will then evaluate the request prior to seeking approval from the Vice President of Financial Affairs and/or Director of Information Technology.
2. Martin Methodist College automatically monitors and logs all Internet traffic to and from its systems, and its security systems record every user's Website visit, email message, file stored and the amount of time spent on every Website. These records are routinely reviewed by the system administrator and when necessary or requested, submitted to the employee's supervisor for review. No employee should have any expectation of privacy with Internet usage.
3. Martin Methodist College employs systems that require each employee/user to uniquely identify them to gain access to the Internet. Any attempt to circumvent these systems is strictly prohibited.
4. Chat programs, Internet games, file-sharing programs and other non-business software are strictly prohibited on Martin Methodist College systems.
5. Martin Methodist College has zero tolerance for any access of or use of websites relating to gambling, pornography, racism, illegal activities, threatening statements or any other offensive messages on Martin Methodist College property or using Martin Methodist College systems and equipment.