

Information Technology Usage Policy.

This statement constitutes a college-wide policy for the appropriate use of all McPherson College computing and network resources. It is intended to provide effective protection of individual users, equitable access, and proper management of those resources. These guidelines are intended to supplement, not replace, any and all existing laws, regulations, agreements, and contracts that apply to those resources.

Access to the McPherson College network and computer systems is granted subject to College policies and local, state and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. The use should demonstrate respect for intellectual property, ownership of data, system security, each individual's rights to privacy, freedom of speech, and freedom from intimidation and harassment.

McPherson College is not responsible for unlawful, unethical, or otherwise unacceptable use of the information technology environment, including computers and computer networks or other electronic communication systems.

It is your responsibility as a user to be aware of the possible effects of manipulating information in the electronic form, to understand the changeable nature of electronically stored information, and to continuously verify the integrity, correctness and completeness of all information that you compile, create or use.

Use of McPherson College network and computer systems is conditioned upon compliance with this and other College policies and applicable laws. Though not exhaustive, the following is a partial list of activities that are **NOT** allowed:

- using facilities, accounts, access codes, privileges or information that you are not authorized to use;
- viewing, copying, altering, or destroying anyone's files without the individual's permission;
- representing yourself as another user;
- harassing others;
- creating and/or forwarding chain letters;
- posting or mailing obscene materials;
- playing games that interfere with academic or administrative use;
- making, distributing, or using unauthorized copies of licensed software;
- unauthorized copying, reproducing or redistributing of another's text, photos, sound, video graphics, or information formats;
- obstructing another's work by consuming large amounts of system resources;
- introducing or producing destructive software (viruses);
- attempting to cause or intentionally causing system crashes;
- running or configuring software or hardware to intentionally allow access by unauthorized users;
- attempting to circumvent or subvert any system's security measures;
- e-mailing unsolicited advertising or otherwise using College network and/or equipment for commercial gain;
- disrupting services, damaging files or intentionally damaging or destroying equipment, software or data belonging to others;
- using computing resources for unauthorized monitoring of electronic communications.

All users should report any improper usage of McPherson College's computers, networks or other information processing equipment to Computer Services, ext. 2456 or 242-0456..

Persons in violation of this policy are subject to the full range of sanctions and discipline, up to and including termination. Some violations may constitute criminal offenses, under local, state or federal laws. The College will carry out its responsibility to report criminal offenses to the appropriate authorities.

For reasons of efficiency and security, McPherson College reserves the right of access to all data contained on any computer equipment owned by the College. Employees are advised that, as against the College, they have no legitimate expectation of privacy with respect to their use of such equipment.