1. **Purpose**
   Goucher College provides computing and networking resources to students, faculty, and staff for teaching, learning, and the operations of the college. The college continually maintains and updates these resources to support the educational goals of the college. These resources are limited, and how each individual uses them may affect the work of other members of the community and beyond, as our campus network is connected (through the Internet) to other networks worldwide. It is important that all members of the campus community be aware of the proper use of these resources.

2. **Scope and Administration**
   This policy applies to all users of Goucher College technology resources, including faculty, staff, students, information technology personnel, guests, and other users authorized by the college. Personal equipment connected in any way to the college network is also subject to this policy. Users must abide by all applicable restrictions imposed by this policy and by law, whether or not those restrictions are included in these systems and whether or not a person chooses to circumvent them by technical means. In addition, student users must abide by the provisions of Goucher's Student Student Code of Conduct.

   The Office of Information Technology is responsible for communicating this policy to the Goucher user community. Any questions about this policy should be directed to the Information Technology Help Desk.

3. **Access to Electronic Communications and Files**
   The college supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail or other electronic data, files, or records. However, the college retains the right to access electronic communications, data, files, or records for college related purposes under appropriate circumstances: (a) immediate health or safety risk (b) system maintenance (3) purposes approved by legal counsel (d) separation from the college. Users should be aware that their use of college computing and technology resources is not private. Goucher does not permit the inspection of email, activity, or files by system administrators except under appropriate circumstances outlined in the Goucher System Administrator Policy. System Administrators who improperly read, disseminate, or otherwise compromise the confidentiality of electronic mail or other data; files or records are subject to disciplinary action, including dismissal.

4. **Security**
   Goucher College employs measures to protect the security of its computing resources and of its user accounts. Users should be aware, however, that the college cannot guarantee such security. Users should engage in safe computing practices by:
   - Protecting accounts by not sharing passwords with others, writing down passwords, or sending passwords by email.
   - Logging out or locking computers when not in use.
   - Protecting the integrity and security of sensitive and confidential data. Sensitive data should only be stored on Goucher network storage (e.g., the MAGELLAN storage server). For security purposes, sensitive data should not be stored on Goucher-owned or personal computer hard-drives, or on cloud storage systems. Sensitive data includes, but is not limited to:
     - Social Security Numbers

- o Birth dates
- o Credit card numbers
- o Student information protected by the Family Educational Rights and Privacy Act (FERPA)
- o Student information protected by the Health Insurance Portability and Accountability Act (HIPAA)
- Not installing potential malicious software or software not approved by Information Technology
- Installing and maintaining antivirus software on personal computers.
- Promptly reporting any misuse or violations of this policy.

5. **Privacy**

Goucher systems and services may not be used to harass, discriminate against, defame, or invade the privacy of others. Respect the rights and privacy of others. Your ability to gain access to another person's account does not imply authorization to do so. To ensure privacy, accounts and passwords may not be shared with, or used by, persons other than those to whom they have been assigned by the college. The following may be grounds for appropriate sanctions:
- Accessing another user's account without permission or authorization.
- Providing your username and password to another person.

6. **Appropriate Use**

Goucher's computing and information technology resources, facilities, and services are to be used for purposes congruent with the college's educational mission. Unless expressly authorized by the Office of Information Technology, these resources **cannot** be used for:
- Commercial or political activities.
- Charitable solicitations and other such uses.
- Personal business of faculty and staff. Faculty and staff should use Goucher computing resources only for the business of the college. Personal correspondence and file storage should be conducted using personal accounts and resources. **It is the policy of the college to deactivate faculty and staff email and file storage accounts on the last day of employment at the college.**

7. **Lawful and Ethical Manner**

Users of Goucher's technology systems must use the system in an ethical and legal manner and in accordance with Goucher's policies and procedures. Not doing so may result in disciplinary action under Goucher procedures or prosecution under various federal or state statutes. Some examples of unlawful and unethical manner are:
- Usage of the system to harass, defame, or invade the privacy of others.
- Usage of the system to send or receive obscene or pornographic materials.

8. **Within the Finite Capacity of College Computing and Network Resources**

Users must respect the finite capacity of college computing and network resources and limit use to a reasonable amount as determined by the Office of Information Technology. If an individual's use is interfering unreasonably with the activity of others, the college may require that person to limit or refrain from specific uses. Some examples are:
- Excessive/abusive utilization of bandwidth negatively impacting network performance for the campus community.
- Late return of laptop to kiosk during specified time listed in agreement.

- Return of college-issued equipment later than the last day of full-time employment.
- Storing personal video, still pictures, or other large files on college-issued computing resources including MAGELLAN, Box, OneDrive, email etc.

Goucher is not responsible for backing up files or recovering lost data stored on any desktop computer, laptop computer, or other device. It is the responsibility of the user to protect their data using regular backup and file storage procedures. MAGELLAN department drives are backed up by Goucher every night and files stored on college cloud storage are backed up.

9. **Wireless Technology**
    Goucher College will continue to evaluate and implement wireless technology to enhance teaching, learning, and campus life. However, the college reserves the right to restrict the use of wireless devices in college-owned buildings and all outdoor spaces on the campus for security purposes or if devices are interfering with campus technologies. If you are considering utilizing wireless technology and have questions concerning its use, please contact the Information Technology Help Desk.

    Not Permitted:
    - Wireless routers
    - Range extenders

    Permitted but Not Recommended:
    - Wireless printers (must use USB connection and not a wireless connection)
    - Wireless automation devices (i.e., to turn on/off lights)

10. **Care of Equipment**
    The college expects that members of the campus community will take care of equipment provided to faculty, staff, and students. Acts which damage computing resources, deny service to other users, or compromise the integrity of the security systems of the resources are prohibited. Some examples are:
    - Physical damage to equipment, whether accidental or not. Repairs or replacements of damaged equipment are the responsibility of the individual employee, department, and/or division. Students are individually responsible for physical damage to equipment.
    - Installation of unapproved software without prior consent of the Information Technology Help Desk. Rights to install software will be rescinded if multiple incidents related to unauthorized installations occur.
    - Not protecting personal equipment used to connect to Goucher network.
    - Tampering with or vandalizing network configuration settings and/or physical equipment such as network access points will result in disciplinary action.

11. **Copyright**
    1. Abide by copyright laws and policies: Users must abide by all applicable laws and college policies (e.g., Copyright, Intellectual Property) to protect the copyrights and intellectual property rights of others. Copyrighted works may include texts, cartoons, articles, photographs, songs, software, graphics, and other materials. Users should be aware that many materials available through the Web are protected by copyright. It is the responsibility of the user to assume that materials found on the Web are copyrighted unless the materials contain an express disclaimer to the contrary. Users must obtain permission of the creator or publisher to copy or use

software or other copyrighted materials written or created by others, and must abide by contracts and agreements controlling installation and use of such software and other materials.

2. Observe restrictions on the use of pictures and video: Users may not display audio, video, or other multimedia images or recordings of people on a web page or on other computing resources without the permission of the persons involved. An individual's right to privacy includes the right to restrict the use of his or her image. Further, the image may be protected by copyright.

12. Violations and Penalties

Violations of this policy may be grounds for appropriate sanctions. Sanctions may include but are not limited to, a formal reprimand, removal of administrative rights to computer workstations, loss of user privileges, termination of employment, or, in the case of a student, probation, suspension, or expulsion from the college. Cases against students follow the procedures outlined in the Student Code of Conduct.