Computer Use Policies & Procedures

This document sets forth the CamNet Use Policy for Meredith College. Please read it -- you are responsible for knowing and following these policies. All students, faculty and staff are responsible for using Meredith's computing resources in an effective, ethical, moral, and legal manner.

Purpose
Technology Services has responsibility for providing voice and data support services to the Meredith community. In terms of systems, Technology Services is responsible for telecommunications, administrative computing, academic computing, and library computing activities. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that the user act responsibly.

Users must respect the rights of other users, respect the integrity of the systems, and observe all relevant laws, regulations, and obligations. All existing laws -- federal and state and College regulations and policies apply. Illegal reproduction of software protected by US Copyright Law is subject to civil and criminal penalties including fines and imprisonment.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under applicable College policies. Complaints alleging misuse should be directed to the Technology Services Help Desk, Meredith College; phone (919) 760-2323, or e-mail techserv@meredith.edu

Use of College Owned Resources
The following policies apply to all College owned technology resources for the use of the Meredith College Community -- faculty, staff and students. The intent is to give an overview of acceptable and unacceptable uses. This document is not to be considered as an exhaustive enumeration of all uses and misuses.

This statement is intended as an addition to existing College policies concerning academic honesty.

Acceptable use
Consistent with the mission of the college.
For the purpose of and in support of education and research.
By students, faculty and staff who have been trained, have a current network account, and a valid password.

Unacceptable use
Unauthorized copying of copy-protected material.
Destruction of or damage to the equipment, software or data belonging to the college or other users.
Use of computers or the network that violates federal, state or local laws or statutes.
Providing, assisting in or gaining unauthorized or inappropriate access to Meredith's computing resources.
Activities that interfere with the ability of others to use resources effectively.
Use of printers as copiers -- one copy of output should be made and taken to the copiers for the production of multiple copies.
Activities that result in the loss of another person's work or unauthorized access to another person's work.
Hardware
Unauthorized copying of copy-protected material

Desktop systems and peripherals (printers, monitors, etc.) may only be moved by the Office of Technology Services. Department Heads should consult with the Manager of Technology Services before any equipment is moved.

All security cables and locks must be installed by Technology Services.

Technology Services maintains keys for all computer security cables.

Software Installation
Only legal copies of College-owned software can be loaded on computers. No individual users may load software. Technology Services must approve and load all software. Any software not approved by Technology Services and installed by Technology Services will be removed!

No College-owned software may be loaded on any non-College computer, and no software may be loaded except as provided by the license agreement.

It is the responsibility of individual departments to fund software and upgrades. Technology Services orders and installs all software. This includes network software, Internet software, drivers, plug-ins, add-ins or other software.

Individuals may not download software from the Internet—all software must be installed by the Office of Technology Services.

Games
Do not load any games on College-owned PC's.

Remember that Meredith College is a private institution, and the computers on campus are the private property of the college. These computers are provided to students as a learning tool to assist in their education and are provided for faculty and staff as a business tool to assist them in performing their job duties. The Office of Technology Services is responsible for purchasing, installing, and maintaining computers, and for granting access to computers and network resources for the benefit of the college. Access privileges are granted to you as an individual: users do not have the authority to extend that access to others such as friends, boyfriends, or family members. Meredith computers are not to be used for games, entertainment, as a babysitter, or for any other uses outside the scope of appropriate college use. Violation of these policies will result in immediate loss of privileges.

Data Storage
Students should not store any files on College-owned computers. Any extraneous files will be erased by Technology Services. Faculty and staff are responsible for back-ups of data stored on local hard drives of College-owned systems.