POLICY AND PROCEDURE

TITLE:	Technology Policy

POLICY STATEMENT:

This policy will outline the acceptable usage for all computers and peripherals, network resources, telephones and all other electronic devices owned and maintained by Goodwin University, including personal devices that access Goodwin University networks or resources.

Access to all computer systems, networks and electronic devices owned by Goodwin University imposes certain responsibilities and obligations to all faculty, staff and students (who will be referred to as "users" in this document). Users failing to adhere to this policy may face disciplinary actions by Goodwin University and/or local and federal law enforcement agencies.

PROCEDURE DETAILS:

Hardware and Software

A. Users are not allowed to add, remove, reconfigure or deface any computer or electronic hardware
B. Users are not allowed to add, remove or reconfigure any software installed on the computer systems owned and maintained by Goodwin University
C. Users shall not use, install or download any Games or Gaming websites onto any Goodwin University owned equipment
D. User shall not install or use any malicious software such as, but not limited to: Trojans, viruses or malware

Network Resources

A. Users are to use computers, networks and resources for conducting day to day business operations for Goodwin University or educational purposes relating to the education of students at Goodwin University
B. Network resources are not to be abused in any way for personal usage, profit making or illegal activities
C. Users are not allowed to use network resources to infringe on other users' privacy, rights and materials. This includes but is not limited to the following:
    1. Trying to gain access to unauthorized resources
    2. Copying, modifying others' work
    3. Copying, modifying others' work with the intent to pass it off as your own
    4. Harassment of others, threatening of others or demoralization of others
    5. Taking, modifying or viewing any personal information of others for any reason other than business related

Internet Usage

The Internet is a very powerful tool when used properly. However, abuse of the Internet is very common and must be monitored and controlled to protect Goodwin University from malicious attacks. Users should always assume any Internet activity including but not limited to E-mail, web browsing and downloading can be viewed by someone else at any given time on any computer owned by Goodwin University.

A. Users shall not access the Internet for the purpose of downloading or distributing unlawful offensive materials

1. This includes, but is not limited to pornographic images, videos or sounds, copyrighted material of any kind, and malicious software of any type
B. Users shall not use the Internet to harass, threaten, stalk or otherwise violate anyone's rights
C. Users shall not knowingly unleash programs such as Trojans, worms or download viruses that may cause damage, disrupt, disturb or violate any one's rights or damage or disrupt Goodwin University's network
D. Users shall not use the computers for sending or receiving bulk e-mail or creating mass mailing lists
E. Users shall not use unnecessary bandwidth for the purpose of downloading unnecessary files, or use such programs that stream video or audio from the Internet to their computers 1. Such programs make the Internet slow for all computer users of Goodwin University's network

Copyrights

Users shall not use Goodwin University's computers or network to copy, download, modify or distribute copyrighted materials. This includes but is not limited to the following:
1. Music
2. Movies
3. Literature
4. Photographs
5. Software

Abuse and Enforcement of policy

A. Any abuse of this policy should be immediately reported to the Vice President for Information Technology
B. Abuse of this policy may result in disciplinary action by Goodwin University, local law enforcement and/or federal law enforcement
C. If there is a violation of this policy, the Director of Information Technology is authorized to take actions to implement and enforce the network usage policy and provide system integrity and security
D. The Director of Information Technology is authorized to suspend any user's access rights if the administrator has reason to believe that said user has violated the network usage policy

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG   ☒ STAFF HANDBOOK

☒ FACULTY HANDBOOK   ☒ STUDENT HANDBOOK

DEFINITIONS:
NA

EXCLUSIONS:
NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:
Director of Information Technology
Help Desk Technicians

HISTORY:
Updated with University and Logo January 2020; Reviewed May 2019; Revised April 2018; Revised October 2017; Reviewed, February 2016; Edited March 2014; Created and Approved 2011

EFFECTIVE DATE:	2011
RESPONSIBLE OFFICE (ONLY ONE):	Information Technology
REVIEW DATE:	Annually (April – June)