



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Technology Policy</b>
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### **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 College, including personal devices that access Goodwin College networks or resources.

Access to all computer systems, networks and electronic devices owned by Goodwin College 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 College 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 College
- C. Users shall not use, install or download any Games or Gaming websites onto any Goodwin College 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 College or educational purposes relating to the education of students at Goodwin College
- 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 College 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 College.

- 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 College'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 College's network

**Copyrights**

- A. Users shall not use Goodwin College'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 Physical Facilities and Information Technology
- B. Abuse of this policy may result in disciplinary action by Goodwin College, local law enforcement and/or federal law enforcement
- C. If there is a violation of this policy, the Information Technology Manager is authorized to take actions to implement and enforce the network usage policy and provide system integrity and security
- D. The Information Technology Manager 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):**

COLLEGE 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:**

Reviewed, April 2018  
Revised October 2017  
Reviewed, February 2016

Edited March 2014  
Created and Approved 2011

<b>EFFECTIVE DATE:</b>	2011
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Information Technology
<b>REVIEW DATE:</b>	Annually (Jan-March).

**APPENDIX:**

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (arguments for and against, resulting vote).