

**Conditions for Employee Use of Midstate College Computer Systems and Equipment**

It is the responsibility of each user to use the computer resources provided by Midstate College in an efficient, ethical, and legal manner. Users show their acceptance of this policy by using their Midstate College computer account to access their email or other network resources. This policy is intended to preserve the security of the network and computers and protect the work of students, staff, and faculty.

All users will be assigned a Midstate College computer account to access computer and network resources. An individual's password will allow access only to his/her own account. Users should not allow any other person, including family members, to access their account for any reason. Users must protect their accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Network and CampusVue passwords will expire once per 90 days. All Midstate College electronic communication will take place via Midstate College email addresses. Midstate College reserves the right to monitor network use or access your account and applicable computer resources if it becomes necessary to investigate security breaches or other infractions of this policy. Users are expected to take proper care of the equipment in Midstate College facilities. No food or open drink containers are allowed in Midstate Computer labs. Staff and faculty should take appropriate precautions to prevent damage from spilled food or drink. All users will accept responsibility for any work related data that is not saved on network drives. This includes local hard disks, flash drives, CD/DVD disks and floppy disks. Midstate College is not responsible for loss of data that is not properly backed up. Midstate College is not responsible for personal data lost as a result of poor password security. Any compromise of sensitive institutional data and/or materials will be the responsibility of the individual whose account was used to gain access, and may result in disciplinary action.

Report any computer malfunctions to Technical Support (x1400 or <http://online.midstate.edu/support>). Do not attempt to repair, reconfigure, or attach external devices to the systems, with the exception of course related equipment (USB thumb/flash drives, court reporting equipment, etc). Do not attempt to install software on any Midstate College computer. Do not open printers, except to replace consumables, such as ink or paper. For software requests, contact Technical Support.

Midstate College computer usage (to include, but not limited to, Internet and email) is a privilege and should be treated as such. All on-campus computer usage should be work related, and may be monitored at any time.

All users agree to refrain from deliberate wasteful practices such as sending chain letters through e-mail, printing unnecessarily, or generating excessive network traffic (including continuous access to streaming audio or video). Users also agree to refrain from sending large email attachments to multiple people.

Unauthorized transferring of copyrighted materials to or from the Midstate College computer system without expressed consent of the owner is a violation of Federal law. Use of Midstate College equipment for commercial gain, profit, or promotion is not allowed from Midstate College. Users are expected to refrain from using e-mail to harass or annoy other users of the network. Obscene or derogatory material which violates the Midstate College policy of non-discrimination will not be tolerated. Midstate College reserves the right to take whatever action necessary to prevent, correct, or discipline behavior that violates this policy.

Violation of this policy can result in discipline by the administration of Midstate College, civil action, or criminal prosecution. Midstate College reserves the right to immediately suspend user privileges for potential violations of these guidelines to protect the integrity and security of the Midstate College network and computer systems. Apparent abuse of this policy will be reported to the Chief Operating Officer to determine any further disciplinary actions.

Questions regarding these guidelines or suspicion of irresponsible use of computer resources should be brought to the attention of Midstate College Technical Support ([support@midstate.edu](mailto:support@midstate.edu)).