RESPONSIBLE FACULTY AND STAFF USE
OF VERNON COLLEGE’S
TELECOMMUNICATIONS RESOURCES

Personal Responsibilities
Every faculty and staff has personal responsibility for reporting any misuses of Vernon College’s telecommunications resources to the Information Technology office: (940) 552-6291, ext. 2242). Misuse includes but is not limited to the following:

a. sharing of passwords or dial-in access account information;
b. invasion of privacy of other users;
c. unauthorized access to data belonging to other users;
d. downloading or uploading pornographic material (see point 3)
e. using abusive or otherwise objectionable language in either public or private messages; and/or
f. unethical or illegal solicitation.

Inappropriate Network Use
Vernon College’s network may not be used for any of the following:

a. commercial advertising;
b. lobbying for votes;
c. encouraging the use of illegal substances;
d. accessing, downloading, or uploading pornographic or inappropriate material (see Policy on Pornography);
e. sending messages, e-mail, or files that are racist, sexist, and/or contain obscenities;
f. sending inflammatory messages;
g. sending a message with someone else’s name on it;
h. sending a large number of personal messages from any computer on campus;
i. knowingly placing a computer virus on the network;
j. placing unlawful information on the network; nor
k. sending unsolicited bulk e-mail messages commonly known as spam.

Policy on Pornography
Vernon College’s computers are not to be used for knowingly accessing, downloading, or uploading sexually explicit graphics and information in terms patently offensive as measured by contemporary community standards.
However, material with specific instructional uses at Vernon College is excluded from this statement. For instance, biology instructors dealing with human anatomy may have a need for graphics some community members would consider sexually explicit and offensive. This statement is not meant to limit academic freedom in any way. Those who use dial-in access from their home computers must take responsibility for preventing persons under the age of 18 from access to unsuitable material. This can not be the responsibility of Vernon College.

**Network Security**

Security is a high priority in our system. Any user who identifies a security problem is required to report it immediately to Information Technology. The problem should never be demonstrated to any person outside of Information Technology.

The IT department has the authority to examine all Vernon College owned computers at any time to check for unauthorized use. This includes unauthorized software or programs, inappropriate websites, inappropriate use of email, storage of inappropriate material, or any other use not authorized by Vernon College.

In order to maintain network security, the College reserves the right to:

a. Limit, restrict, or terminate an account holder’s usage;

b. At any time to inspect, copy, remove, or otherwise alter any data, file, or system resource that threatens the security of that system or the network, with or without prior notice to the user;

c. Periodically check the systems and take any other such actions necessary to protect the College computers, information, and networks.

**Electronic Mail**

Right to privacy regarding the contents of e-mail has already been debated in the courts. Think of e-mail as being very similar to a postcard. It may pass through a lot of points where it can be read before it reaches its destination. Also, remember that when an e-mail message is sent or received, a copy of it may be stored on the hard disk of a server remote from the originating computer. Regular backups are made of these hard disks. Even after an original e-mail message has been deleted, it is very possible for it to still remain in a readable format on some computer. Vernon College will retain the right to examine e-mail when some compelling reason exists to do so.
Web Pages and Résumés

Homes pages for faculty and staff members must be thoroughly tested. They may not have direct links to any site containing objectionable material. This means that if instructors want to list their favorite web sites on their home page, they must thoroughly explore all links at each web site. In addition, faculty and staff members who operate private businesses may not use the Vernon College web site to advertise. However, if they have a business web page located elsewhere, they may refer to that site in a single sentence and give a hyperlink.

Personal and Financial Security

Vernon College personnel must remember that the Internet can be a dangerous place. People can misrepresent themselves because of the anonymity that is possible online. In addition, fraudulent schemes and scams are offered regularly. All users of Vernon College telecommunications resources accept responsibility for their own personal security and financial decisions.

Updated 11/09/2010
ACCEPTANCE OF RESPONSIBILITY FOR
VC’S TELECOMMUNICATIONS RESOURCES

Please check one:  ☐ Staff ☐ Faculty

Are you  ☐ Full-time ☐ Part-time

I am requesting access to the following Information Technology services:

☐ Computer Access
☐ E-mail
☐ POISE  If checked, please complete the area(s)

What area(s):
☐ Registrar (REG)
☐ Admission (REG)
☐ Continuing Education (CE)
☐ Student Billing System (SBR)
☐ Financial Aid (AID)
☐ Fiscal System (FIS)
☐ Faculty -- Are you an instructor  ☐ Yes ☐ No

If yes, your Social Security Number is required to set you up.

What department will you be teaching such as Math, English, etc.
_______________________________________________

Printed: Last First Middle

Social Security Number (Faculty only)  Phone number where you can be reached.

Office or Room Number  Campus Location: Vernon, W.F., C.C., etc

Printed: Supervisor’s Name  Alternate E-mail

Employee Signature  Date

Please return this form to Information Technology Services located in the Osborne building at the Vernon campus.

For Office Use Only:

☐ Staff  ☐ Instructor  ☐ Poise
☐ Payroll  ☐ E-mail  ☐ Portal