



Adams State College Phone: (719) 587-7741
Computing Services Fax: (719) 587-8022
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Alamosa, CO 81102

Account Request/Acceptable Use Policy Form

The purpose of this form is to request the creation of a computing account for campus network or Banner access.
 If you have any questions about this form, call Computing Services at x7741.
 Return the completed form to Computing Services.


| REQUESTOR | |
|--|------------------|
| Name: | ID#: |
| Job Title: | Room #: |
| Department: | Location: |
| Office Phone Number: | Date: |
| Signature: | |
| **Before Signing: It's important that you read the "Acceptable Use Policy Statement" attached to this form. Your signature indicates that you will comply with the policy. | |

| SUPERVISOR APPROVAL | |
|---------------------|-------------------|
| Print Name: | Signature: |
| Date: | |

| LOGIN |
|---|
| SPECIFY PREFERRED LOGIN NAME: _____ |
| The login name is what you type in each time you login to your network account and will also be the first part of your email address. It must include your last name (no hyphenated names are allowed). We recommend using your first name and last name together with no space, such as johnsmith. |

| ACTION (Please check all that apply) | |
|--------------------------------------|--|
| | Create an Active Directory Account – Provides home directory, and network printing ability (Not required for off campus faculty or staff) |
| | Create Portal, WebCT, and Email Accounts |
| | Group Membership S:/Shared/ Please specify the name of the shared directory. |
| | Workstudy Account - Provide student username: |
| | Banner Account *Note: Appropriate Banner security forms are also required and will need to be approved by the authorized supervisor. |

| FOR CS OFFICE USE ONLY | |
|------------------------|--|
| Login Name: | Entered in GOEMAL & PIN in GOATPAD: |
| Date Created: | Banner SFTP: |

| | | |
|--|--|---------------------------------------|
| <p><u>ADMINISTRATIVE POLICY</u></p>  <p>ADAMS STATE COLLEGE</p> | <p>POLICY NUMBER:</p> <p>500-003</p> | <p>PAGE NUMBER</p> <p>Page 1 of 3</p> |
| | <p>CHAPTER: Computing Services</p> | |
| | <p>SUBJECT: Information Technology Acceptable Use Policy</p> | |
| <p>RELATED POLICIES: ASC Trustee Policy Manual : Section 7.1: Duties and Responsibilities of the College President...(in part) The President is also expected to ensure that the policies, procedures and actions of the Board are communicated to appropriate constituencies of the College in a timely manner.</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Computing Services</p> | <p>EFFECTIVE DATE:</p> <p>14 May 2007</p> | |
| | <p>SUPERSESION:</p> <p>01 March 2004</p> | |
| | <p>Dr. David Svaldi President</p> | |

I. POLICY

This administrative policy sets forth the College's policy with regard to the use of information technology resources.

II. PURPOSE

Information technology resources are central to the educational mission of Adams State College (ASC). All ASC students, faculty and staff are encouraged to use these resources, provided that they respect the rights of others, abide by all college policies and applicable state and federal laws, and assume shared responsibility for safeguarding the college's information technology environment.

This policy is intended to be an overview of the college's Information Technology policies, which individually define the responsibilities of each user of ASC computing and electronic communication resources. Although this policy attempts to address the most common situations that may arise, it is impossible to foresee every situation. Each user is trusted to use the network responsibly, whether or not there is a guideline addressing each possible situation. As a representative of ASC you are expected to respect the college's good name in your electronic dealings with those both within and outside of the college. Freedom of expression and the existence of an open environment conducive to inquiry and learning will be respected by the college with regard to the use of computing resources; however, behavior contrary to established policy will not be protected.

III. DEFINITIONS

- A. Implied consent: Any use of Adams State College's computing resources implies consent to comply with this policy and all applicable ASC policies and state and federal laws.
- B. Institutional Purposes: The use of computing and networking resources is for purposes related to ASC's mission of education, scholarship, and public service. Members of the ASC Campus Community may use computing and networking resources only for the purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the college, and other college-sanctioned or approved activities.

IV. PROCEDURES

A. Proper Use of Computing Resources

- 1. Storage/Bandwidth - the College's information technology resources are limited and users must avoid excessive use of resources.
- 2. Account Access – Each account is assigned to a single user who is responsible for all computing activity involving that account.

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3. Privacy Responsibilities – Users shall respect the privacy of others when handling sensitive or confidential information and shall take appropriate precautions to protect such information from unauthorized disclosure or use.

B. Privacy Considerations

1. Adams State College supports the protection of individual privacy, but users are advised that they should not expect privacy when using ASC' information systems. The systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Due to the nature of electronic information systems, the College can assure neither the privacy of an individual user's use of the College's electronic resources nor the confidentiality of data that may be created, transmitted, received, or stored thereby. We encourage our users to consider the possibility that data that they create, transmit, receive or store may become available to others and to act accordingly to protect their own privacy.
2. Requests for disclosure of sensitive or confidential information will be governed by the provisions of state and federal laws, including Family Educational Rights and Privacy Act of 1974 (FERPA), the Freedom of Information Act (FOIA), and by the Colorado Open Records Law. All such requests will be honored only when approved by college officials who are the legal custodians of the information requested, or when required by state or federal law, or by court order. The College reserves the right to access and disclose the contents of faculty, staff, students', and other users' data without the prior knowledge or consent of the user to maintain the integrity and effective operation of the College's information systems and whenever such access is required or authorized by law, but only after explicit authorization is obtained from the appropriate College authority (President, Provost, or Vice-President).
3. ASC does not monitor electronic communications as a routine matter but it may do so to the extent permitted by law as the College deems necessary for purposes of maintaining the integrity and effective operation of the College's electronic systems. ASC specifically reserves the right to access data and information created, transmitted, received, or stored on or through any of its electronic information systems when the appropriate College authority (President, Provost, or Vice President) deems such access necessary for legitimate business purposes of the College or the appropriate College authority has a reasonable belief, based on a complaint or otherwise, that such access is necessary to investigate wrongdoing or determine if the electronic information system is being used for improper purposes.

C. Prohibited Uses of Computing Resources

1. Violating activities - Computing resources may not be used for any activity that violates state or federal laws. Such activities include, but are not limited to intimidating, threatening or harassing individuals, or violating the college's policies, including but not limited to its policies concerning relationships between members of the College Community. .
2. Money-making - College computing resources may not be used for personal money-making or commercial purposes.
3. Infringing Usage - Every user is expected to use the computing facilities in a manner which does not infringe upon the rights of others or the use of those facilities by other people and which does not waste resources.
4. Unauthorized Access – Users are only authorized to access resources that they have been explicitly given access to. Attempts to elevate privileges, circumvent security measures, or use accounts, data, or other resources that the user has not been given explicit access to is forbidden.
5. Employees are prohibited from installing software on College owned computers not directly tied to job related functions. Students are prohibited from installing software on College owned computers without prior approval of Computing Services or the instructor. Usage of software or data without a valid license or in violation of copyright law is not allowed on the ASC computing network.

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6. Attaching personal hardware to the campus network without the approval of Computing Services and appropriate supervisory personnel is not allowed. Incompatible hardware can cause damage to the system and/or impact network performance. Personal computers in the Residence Halls are explicitly approved.

D. Suspension or Revocation of Access

1. Violations of this policy are dealt with seriously. Users suspected of violating these policies may be temporarily denied access to ASC's information technology resources during investigation of the alleged abuse. Illegal acts involving ASC information technology resources may also be subject to prosecution by state and federal authorities.

V. RESPONSIBILITY

Computing Services is the primary organization responsible for ensuring this policy is properly disseminated and implemented.

VI. AUTHORITY

This policy has been prepared under the authority of the President, Adams State College, as delegated by the ASC Board of Trustees.

VII. HISTORY

This document is based on the previous Acceptable Use policy approved by Cabinet on March 01, 2004

VIII. ATTACHMENTS