April 10, 2015

Appendix A: Information Technology Use Policy

Student Technology Use Policy

1. Applicability

This appendix governs the use of Morton College technology resources by students and guests of the college.

2. Permitted Uses

Morton College technology resources are to be used for college-related purposes. Personal noncommercial use of such resources for other purposes is permitted only if it is merely incidental, does not consume substantial resources nor interfere with college-related uses, does not violate other published policies, and does not tend to create a false or misleading appearance of endorsement by or association with Morton College.

3. Prohibited Activities

No person may access Morton College technology resources without authorization or in a manner that exceeds the scope of authorized access or violates published Morton College regulations or policies. No person may use another person's password. Users must not conceal or disguise their identities.

4. Privacy

Morton College recognizes the rights of all users to confidentiality and privacy of their electronic mail, other communications, and stored data, and undertakes to respect these rights as much as possible while maintaining the integrity and effective operation of its technology resources. Morton College will monitor, access, examine, or disclose the contents of such communications and information without a user's consent only for legitimate purposes.

5. Limitation of Liability

Morton College does not provide a warranty, either express or implied, for its technology resources and related services that may be provided, and undertakes no obligation to provide such resources and services. Morton College assumes no responsibility for data stored or transmitted using its resources. Any backups maintained by Morton College are maintained solely for Morton College's own benefit and use. Morton College is not liable for any losses, including lost revenues, claims, or demands against any user by any other party.

6. Enforcement

A Management of Information Systems (MIS) Director has the authority to temporarily or permanently limit, suspend or terminate any user's access to the college's technology resources, if in Directors discretion, it is in the best interests of the college. Violations of this policy additionally may result in disciplinary action in accordance with the appropriate disciplinary procedures.

Morton College reserves the right, from time to time, to review and revise use policies and rules.

7. Account Creation and loss of Access

Students will be provided an official college email account which will be the primary means of communication with and from the college. Students not actively enrolled for a 2 year period will have all their Morton College access disabled and
deleted. The college email account will remain active, however, it will be the responsibility of the individual to make any changes to that account directly with Microsoft.

8. Violation of Computer Policy Guidelines

Violations of this policy as defined on the IT website shall be subjected to the Morton College Code of Conduct.

9. Copyright Infringement

Users may not use Morton College network to illegally share copyrighted material, this also includes the use of e-mail, web pages, and peer-to-peer file sharing software. This applies to all computers and mobile devices that use the Morton College network.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, will subject you to disciplinary action as well as civil and criminal liabilities.

If Morton College receives a DMCA (Digital Millennium Copyright Act) complaint against a student, network access will be immediately revoked and the student will be referred to Dean of Students for disciplinary action.