Rowan College
      of South Jersey

Policy: 4001
Title: **ACCEPTABLE USE OF TECHNOLOGICAL RESOURCES (AUP)**
             (Email, Enterprise Information System, Internet, Social Media & Off-
              Campus Portable Presentation Equipment)
Area: Innovation and Technology
Approved: 07/01/19

As an academic community, all end-users of the College are expected to honor intellectual property, respect the privacy of data, and recognize the rights of others. Each individual has a right of access to available technological resources and to the privacy of files, and each has the responsibility, in turn, to use resources in an ethical manner.

It is the intent of the College to provide high-quality technological resources to its users to allow the College community to maintain its access to available local, national, and international information and to provide an environment which encourages the acquisition of knowledge and the sharing of information. All technology owned by the College must be used in a manner consistent with the College's mission.

It is the responsibility of all end-users to be familiar with the particular conditions of use of, and to abide by, the provisions set forth within this policy as it relates to all technological resources including, but not limited to, networks, on-premise software solutions, College approved third party platforms and solutions, all College-owned devices such as computers, tablets, desk telephones, cell phones, printers, multifunction devices, servers, network devices, telecommunication equipment, the College's Enterprise Information Systems, and emerging technologies used by all end-users. On an annual basis, all end-users are required to indicate they are familiar with this policy and its corresponding administrative procedure.

In General:

Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for uses not specifically permitted by the College, or assisting another in such use, is a serious violation of this policy. Violations may result in a loss of access or additional disciplinary action ranging from the withholding of transcripts to expulsion from the College or discipline up to and including termination of employment.

Policy: 4001 Acceptable Use of Technological Resources

The College treats policy violations of technological resources, equipment, software, information resources, and networks seriously. Questions concerning these guidelines should be addressed to the Vice President and Chief Information Officer (VP/CIO). Allegations of harassment or other irresponsible use of College technological resources should be immediately made known to the Vice President and Chief Compliance Officer and the appropriate vice president (see policies *7011 Harassment and Discrimination* and *8003 Anti-Bulling and Intimidation)*.

College policies and procedures for use and access to technological resources and systems extend outside the College when college-own resources and approved third party platforms and solutions are accessed via the internet or through College equipment and/or facilities. Network and internet service providers outside the College may additionally impose their own conditions of appropriate use, for which end-users are responsible.

The College must comply with federal and state legislation regulating electronic communications and technology use. This may mean that data compiled through the use of College technology may be released under appropriate legal protocols. Additionally, the unauthorized disclosure of personal data or records is a violation of law.

The President will have administrative procedures developed to implement this policy.

References:

Rowan College of South Jersey Administrative Procedure, *4001 Acceptable Use of Technological Resources (Email, Internet, Enterprise Information System, Social Media & Off-Campus Portable Presentation Equipment)*

Rowan College of South Jersey Board of Trustees Policy Manual, *7011 Harassment and Discrimination* and *8003 Anti-Bullying and Intimidation*

Policy: 4001 Acceptable Use of Technological Resources