Acceptable Use for Technology

Purpose
To provide employees guidelines of acceptable use of Mid’s technology.

Policy
Mid provides computers, networks, email, and Internet access to support the educational mission of the College and to enhance the curriculum and learning opportunities for students, faculty, and staff. In exchange for access to these computers, networks, email, and Internet providers, students, faculty and staff – known as “users” – agree to abide by the rules and regulations set forth by the College.

All hardware, software, network, and email systems and accounts, and Internet access provided by Mid should be used for college purposes only. Any unauthorized use is expressly forbidden.

All computers, networks, email systems and accounts, and Internet access provided by MID remain under the control, custody, and supervision of the College. Mid reserves the right to monitor all computer and Internet activity to the extent it occurs on hardware, systems, or accounts provided by the College to ensure compliance with this policy, other College policies, and federal, state, and local laws, and to the extent permitted by federal, state, and local law. Users have no expectation of privacy in their use of such hardware, systems, or accounts provided by the College.

Users are expected to comply with all copyright and intellectual property laws. Users will not use unlicensed copyrighted material, make illegal copies of copyrighted software, store such copies on Mid systems or networks, or transmit such copies over Mid systems or networks.

The use of Mid computers, networks, email systems and accounts, and Internet access, is a privilege which may be revoked by the administrators of the system at any time for unauthorized use, for a violation of this policy, or for abusive conduct. Abusive conduct includes, but it not limited to, placing of unlawful information on the system, harassment of others via email, the internet, or otherwise, and the use obscene, abusive, or otherwise objectionable language or conduct that embarrasses, harms, or in any way distracts from the good reputation of the College and its operators and sponsors.

Mid reserves the right to review any electronic correspondence and any material stored in files to which users’ access, and will edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive, a violation of the policy, or otherwise objectionable.

Mid’s network/data systems do NOT warrant that the functions will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or liability to use the system.
To preserve the integrity of the networks and systems, users may not download software or applications without permission from the College. Users also may not open or forward emails or email attachments from unknown or questionable sources as such emails or attachments may contain viruses. Proliferation of unsolicited email, such as chain letters and spam, is prohibited.

A Mid user account is assigned specifically to a person and cannot be transferred to any other person, loaned, or otherwise made available for use by another. Unauthorized viewing or accessing of another user’s computer files, programs, account, or data is prohibited.

An employee may not change any component of their Mid assigned email address. Upon separation from the College, the employee will no longer have access to their Mid email.

Mid reserves the right to change the Acceptable Use Policy at the College’s discretion.

By using Mid’s network/data systems, employees agree to release the operators and sponsors, Mid and its faculty and staff, and all organizations, groups and institutions with which Mid’s network/data systems are affiliated from any and all claims of any nature arising from use, or inability to use, the Mid network/data systems.

Employees who violate this policy may be subject to disciplinary action up to and including separation of employment.

**Procedure**

- Director of IT will inform any Mid or Edustaff employee of violations of this policy and will make any necessary corrections to the employees’ access to ensure they are adhering to proper protocols.
- Failure to comply or rectify violations of this policy may result in disciplinary action, up to termination.