Procedure Title: ACCEPTABLE USE OF TECHNOLOGY
Policy Number: ESU-2011-032-A
Effective Date: April 11, 2012
Review Date: November 18, 2016, February 14, 2017, April 2, 2018
Responsible Office: Computing & Communication Services

Procedure Summary:

These procedures cover placing work orders, PC/internet usage in Residence Halls and appropriate behavior in PC labs.

Process:

1. For all academic and administrative connections. For a data network or phone connection put in a work order to Computing Services or Telecommunications respectively.
2. At least once a year read this acceptable use policy for any changes.
3. For residence hall student rooms, follow the procedures published on the ESU web site under academic computing. In addition, The following applies:
   a. Configured to use TCP/IP protocol only.
   b. Windows 7 (or higher) or Macintosh operating systems only with all critical updates installed.
   c. No personally owned wireless access points are allowed.
   d. Do not act as a server for any service including, but not limited to, serving music or movies.
   e. Do not use your equipment to provide network access to other equipment.
   f. Provide fully functioning and updated anti-virus and spyware software.
4. Computer Labs
   a. No food or drinks allowed.
   b. Computer labs are for authorized ESU users only.
   c. Print one final copy only.
   d. Some labs are scheduled for classes and thus have priority.
   e. Abuse of computer lab resources may result in loss of computer lab privileges.

Forms: N/A

Related Procedures: N/A

Other Related Information: N/A

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