

# Policy on Acceptable Use of Digital Resources

## Purpose

Information technology resources are made available at Colby as shared resources intended to support and facilitate the teaching, research, and administrative functions of the College. Such resources include but are not limited to computer hardware, data and voice networks, classroom audio-visual equipment and data transmitted over the network or in storage. Students, faculty, staff, and authorized guests are encouraged to use these resources to their maximum benefit. Experimentation, exploration, and learning are promoted within common sense and legal constraints.

The purpose of this policy is to provide clear guidelines for responsible and respectful use of information technology resources to members of the Colby community and their guests.

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## Privileges and Responsibilities

For faculty, staff, students, vendors, contractors, and authorized guests, the appropriate use of College information technology resources is authorized so long as it does not impact College computer systems, networks, related equipment or otherwise interfere with College business activities and is not prohibited by this or other policies.

The College provides access to files and documents residing on College-owned equipment and systems (and/or transmitted via the College's data network) to outside vendors who have been contracted to provide services. College contracts with such vendors will be required to have firm provisions for the security of information and for the privacy of members of the College community who may use those services.

Account holders and authenticated users are expected to exercise care to help safeguard the reliability and security of information technology resources. Individuals assume personal responsibility for the use made of their college allocated computer accounts, including maintaining a secure and confidential password and ensuring the continued security and privacy of the account.

## Resource Monitoring

Colby College values the privacy of individual users and will respect and uphold that privacy whenever possible. All contents in storage on College and College-contracted data and voice networks are subject to this policy. Subject to applicable law, the College reserves the right to access, copy, and inspect files and documents residing on College-owned equipment and systems or storage contracted by the College from outside vendors. This may include access without notice, where warranted. Monitoring of campus network traffic may be performed to assure acceptable performance and to identify and resolve problems. If conditions suggest that system or network security, integrity, or performance has been compromised, authorized Information Technology Services staff will

The Office of the General Counsel shall be contacted upon receipt of any request, subpoena or court order for information.