ROLLINS COLLEGE POLICY

Title: Acceptable Use of Information Technology and Digital/Data Resources	Type	Key Institutional
No: KI 1036	Approved: 11-18-2024	
Responsible Office: AVP of IT/CIO	Reviewed: AVP of IT/CIO, 11-12-2024; College Policy Committee, 11-13-2024; President's Cabinet, 11-18-2024; Approved: President, 11-18-2024	
Next Review: 2029	Revision No: Original approval; See Section VII for revisioning history.	

I. Purpose/Introduction/Rationale

This Acceptable Use Policy (AUP) aligns the utilization of Information Technology (IT) Resources with the mission of Rollins College for teaching, learning, research, student life, and administrative operations.

Application: All Rollins College community members, including students, faculty, staff, contractors, affiliates, visitors, event participants, and authorized guests.

Coverage: All IT Resources, whether on campus or remote, including systems, networks, devices, and facilities, as well as those administered by other College-based entities. Contractors, affiliates, visitors, event participants or any other authorized guests of the College are also bound by this Policy. Additional policies may also apply.

II. Definitions

IT Resources: Any technology owned, operated, or contracted by Rollins College. (Note: including faculty research systems and software.)

Users: Anyone, anywhere, anytime, who uses IT Resources.

III. Procedure or Application

A. Appropriate Use

This AUP outlines general guidelines for IT Resource use. Students, faculty, and staff should refer to school or department policies for more specific rules that may apply. These policies include faculty and employee handbooks and the Student Code of Community Standards (see Section IV. Related Policies, below, for links). In the case of conflicting policies, this AUP takes precedence.

B. User Agreement

All Users of Rollins IT Resources will:

1. **Play by the Rules**

   Adhere to all Federal, state, and local laws; all College rules and policies; and all contracts and licenses.

   - Do not knowingly help others misuse IT Resources.
   - Refuse and report requests to misuse IT Resources to supervisors or law enforcement.
   - Prohibited IT Resource usage includes that which discriminates, harasses, defames, and/or retaliates per the College's Student Code of Conduct and faculty and employee handbooks.
   - Electronic communication may be regulated by laws in other states or countries, and rules of other systems and networks.
   - Understand and comply with all relevant laws, rules, policies, contracts, and licenses related to their particular use case.

2. **Respect Privacy and Permissions**

   Respect others' privacy, accounts, and data; use IT Resources as permitted.

   - Ability to access does not equate to authorization to view or use information that is not your own.
   - Access does not mean authorization.
   - Ensure you have the necessary permissions before use.
   - Never share accounts or passwords.
   - You are responsible for all activity from your account and device, excluding unauthorized use.

3. **Be a Team Player**

   Don't overuse or interfere with IT Resources.
   - Avoid activities that harm or impede others.
   - Don’t restrict or interfere with network access.
   - Avoid actions that cause excessive traffic on or harm to the College’s network or systems.
   - Reasonableness of use will be judged based on the context.

4. **Keep It Professional**

   Don't use IT Resources for Non-Rollins business.
   - Employees, contractors, and affiliates should use resources primarily for purposes that are consistent with:
     - the nature of employment or duties of the College,
     - the College’s non-profit educational mission, and/or
     - minimal personal use (supervisors may set further limits on personal use).
   - Student and all non-employee personal use is supported where appropriate if it does not interfere with this or other College policy.

C. Violations and Penalties

Use of IT Resources is for educational purposes and legitimate College business. Faculty, staff, students, and others noted above should not use IT Resources to disrupt or violate College activities and policies.

Violations may lead to:
- denial of access to IT Resources,
- dismissal from employment, and/or
- referral to the appropriate dean, supervisor, or vice president.

Other penalties and disciplinary action may apply. Violations are handled through College disciplinary procedures but may result in immediate temporary account or device suspension to protect IT Resources prior to initiation of disciplinary actions. Suspected legal violations may be reported to law enforcement.

D. Security and Privacy

Rollins uses various measures to protect resources and users, but security and privacy cannot be guaranteed. Therefore, personal steps should also be taken to protect your data and accounts through methods such as:
- strong passwords that are not easy to guess,
- no password sharing, and
- not reusing passwords across different accounts.

Rollins endeavors to provide reasonable privacy and only accesses information for legitimate operational needs without consent. The College has the legal right to access, preserve, and review information on Rollins IT Resources. Your use of Rollins IT Resources is not completely private.

E. Conditions of Access

Rollins may access IT Resources (including connected personal devices) without user consent in cases such as those shown below.
- To identify or fix system or security vulnerabilities and problems.
- To comply with Federal, state, or local laws or rules.
- To perform essential business functions.
- To preserve public health and safety.
- To investigate suspected legal or policy violations.
- For legitimate business reason.

IV. Related Policies

Faculty Handbooks

Employee Handbook

Code of Community Standards

Policies and Procedures for Media-Related Student Organizations (See Code of Community Standards, p. 20).

V. Appendices/Supplemental Materials

N/A

VI. Effective Date

This policy is effective November 18, 2024, and supersedes all previously issued versions.

VII. Rationale for Revision(s)

N/A; original approval.