

COMPUTER USER AGREEMENT

PURPOSE

This policy establishes guidelines for the acknowledgement of Edison State Community College's IT usage policies and clarifies monitoring practices.

POLICY STATEMENT

All users of the College's network and computing resources agree to Edison State Community College's IT usage policies by signing a Computer User Agreement (a valid electronic signature is acceptable) upon hire and upon each login to the Edison State Network.

Electronically Stored Information (ESI) is subject to discovery (E-Discovery) in litigation. Contents of College computers may be subject to review, investigation, and public disclosure. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of College computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

The College may also monitor the activity and accounts of individual users of College computing resources without notice when the user has voluntarily made them accessible to the public (as by posting to a web site), when it reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability, when there is reasonable cause to believe that the user has violated, or is violating, the Computer User Agreement, when an account or device appears to be engaged in unusual or unusually excessive activity, or when it is otherwise required or permitted by law.

As a public institution in the state of Ohio, Edison State is subject to an Open Document Policy under the proper authority and restrictions. Email or other communications may be seen by others if requested under the Ohio Public Records Act (ORC 149.39).

PERSONS AFFECTED

All Edison State Community College employees, students, and visitors.