

## COLLEGE STATEMENT ON RESPONSIBLE USE OF TECHNOLOGY

Electronic mail, voice mail, the Internet, and other communication technologies are essential tools for Carleton College employees and associates. The College expects all individuals who use or access college technology to be responsible with its use, respect the rights of others, and comply with all applicable laws, statutes, and regulations that govern communication and communication technology. Carleton retains the right to all data, technology and user credentials. When necessary, Carleton will review individual activity logs, files and email accounts. Network traffic also may be reviewed for security problems, as identified by authorized computing staff and senior officials of the College.

### **Appropriate and inappropriate uses of technology:**

Technology tools are made available to employees and associates to support College business: learning, teaching, research, internal and external communication, College administrative functions, and authorized co-curricular activities. Carleton's technology may also be applied to secondary uses that include personal communication, personal projects, and recreational activities, so long as they do not interfere with primary work duties or violate this Statement in any way.

Prohibited uses are those actions that jeopardize the viability of the College's computer systems or those that can cause harm to the College. Carleton also will not tolerate actions that result in the creation of a hostile or offensive environment. Other examples inappropriate uses include, but are not limited to, accessing or distributing pornography, sending hostile or offensive messages, transferring College data without proper authorization, sharing user names and passwords, unauthorized attempts to gain access to accounts or systems, or use an account to represent the College without authorization. Employees who misuse technology will be subject to disciplinary action that may include a variety of sanctions in written and verbal form, up to and including dismissal from the College. Associates who misuse technology will permanently lose access to Carleton technology. Extreme causes may be referred to law enforcement.

My signature below indicates that I have received a copy of the above information and agree to adhere to the guidelines set forth.

---

Signature

---

Date

---

Printed Name