Computer Use Guidelines
(January 4, 2012)

Access

Eastern Wyoming College provides access to college computers, software and network services to employees, students, and other people considered to have a relationship with the college. Public, anonymous use of equipment is not permitted, except at those workstations within the library designated as WYLD computers.

Only employees of the college may access employee workstations. This includes laptops issued to employees as their workstation, and laptops checked out to employees for their temporary use. Employees should not allow their spouses, children or others to access employee workstations of any type. Only students participating within the workstudy program (and granted network authorization as such) are permitted to access employee workstations.

Confidentiality

Employees must know, understand and comply with all laws and policies regarding the confidentiality of data within the college system, including personnel, health and student data.

Employees should know that communications to and from the college using the college network are not considered private, and may be subject to review by Computer Services, administration, Department of Education or legal entities, if there is a reason to do so.

Content

The college has no written policy governing content viewed on college computers. However, we encourage users to be mindful that content causing offense to others may result in administrative action against the user.

As a general practice, content accessed through the college network should be limited to job-related matters. Personal use of the college-owned equipment should be minimal. This includes online shopping, gaming, banking, movie downloads and radio/music programs.

Users may not store personal data files on the college network. This includes music, photos, videos, personal business information and data files that are not job-related.

Email

Email use should be restricted to college business. Email addresses issued by the college should not be used for personal email, shopping accounts, email subscription lists that are not job-related, social network/media sites, or blogs.

Email communications should be conducted in a business-like manner. Messages sent to the "Lancers" or "Local Lancers" distribution lists should be limited to college-related activities, and contain information pertaining to the entire group, not just a small section.

Users may not use the email system for activities that may result in personal financial gain, or to promote private enterprises.

Account holders may not let other persons use their email account for any reason.

Equipment/Network

In compliance with college policy, all purchases of computers, peripherals and information technology equipment must be evaluated, approved and made by Computer Services.

Equipment that is not owned by the college may not be attached to any college network system without the express consideration and permission of Computer Services.

Network services may not be used for private downloading of music, videos or streaming content such as network radio.

Users may not attach, extend, modify or move network equipment.

Software

In compliance with college policy, all purchases of computer software must be evaluated, approved and made by Computer Services.

Privately-owned software may not be installed on college-owned equipment.

College-owned software may not be removed, transferred, copied or modified by any user.

Evaluation and share-ware software must be evaluated by Computer Services prior to the installation of the software.