

Updated: July 2023

Huntingdon College Student Electronic Account and Electronic Device Acceptable Use Policy

All Huntingdon College electronic accounts and associated services are owned and managed by Huntingdon College.

All Huntingdon College issued electronic devices are owned and managed by Huntingdon College, and are subject to State and Federal Law and College policies, including the College's Information Security Policy. Laptops issued to undergraduate students are Huntingdon College owned Electronic Devices. Ownership of laptops issued to undergraduate students will transfer to the student only after a student has graduated from Huntingdon College. In order to be compliant with the College's Information Security Policy, students must not store financial information, government ID information, Social Security numbers, and/or other sensitive information on their Huntingdon College owned computers.

Huntingdon College electronic account users and/or Huntingdon College electronic device users should be aware that the College reserves the right to examine or review contents of or revoke access to any Huntingdon College electronic account or device at any time, for any reason. The College reserves the right to disable use of any Huntingdon College electronic account, electronic device and/or associated services at any time, for any reason.

Use of Huntingdon College electronic accounts and/or software, and/or electronic devices in a manner determined in the sole discretion of the College to be improper, unethical, inappropriate, and/or otherwise violating established College policy and/or State or Federal law is strictly prohibited by Huntingdon College. Unauthorized distribution of copyrighted material, and/or unauthorized file-sharing found to be improper, unethical, inappropriate, and/or otherwise violating established College policy and/or State or Federal law is strictly prohibited by Huntingdon College.

Huntingdon College takes no responsibility to retain or maintain data related to closed or disabled electronic accounts and/or electronic devices that have been returned to the College.

Any student found to have violated State or Federal Law, this policy, and/or the College's Information Security Policy will be subject to disciplinary action appropriate to the nature and severity of the violation.

Issuance and Collection of Accounts and/or Electronic Devices

Upon entering Huntingdon College:

- Each student will be given access to necessary electronic accounts for participation in College life in the student role, including an official Huntingdon College email account.
- Undergraduate students will also receive a laptop computer; this computer is Huntingdon College property at all times before a student graduates.

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Upon withdrawal from Huntingdon College:

- Students' electronic accounts may be deleted, and contents may be lost. (Official academic records will be maintained.)
- Students must return their College-issued laptops.

Upon graduation from Huntingdon College:

- Alumni may retain a Huntingdon College email account, but are solely responsible for maintaining access without the assistance of Technology Services (i.e. the account holder should set up appropriate security and password recovery procedures as required by Huntingdon College).
- Other electronic accounts or associated services may have access removed as deemed necessary after graduation. Technology Services reserves the right to limit data storage quantities affiliated with Alumni Email accounts.
- Students will be granted ownership over their Huntingdon College laptop after graduating.
- **Upon returning to the College under student status:**
 - If possible, the student's original email account will be returned to the student, if it has been previously suspended.
 - Other electronic accounts necessary for participation in College life in the student role will be issued or reissued.