

Updated: March 2024

Huntingdon College Employee Electronic Account and Electronic Device Acceptable Use Policy

All Huntingdon College electronic accounts and associated services (whether issued to faculty or staff) 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.

Expressly:

- Faculty and Staff are prohibited from connecting Huntingdon College electronic devices to unknown and/or "open" (not password protected) networks or Wi-Fi (sometimes referred to as "Public Wi-Fi").
- Staff are prohibited from installing any software on Huntingdon College Electronic Devices unless approved in writing by the Vice President for Technology.
- Faculty and Staff are prohibited from installing any web extensions unless approved in writing by the Vice President for Technology.
- Forms intended to collect sensitive information must be reviewed by the Qualified Individual (as defined in Huntingdon College's Information Security Policy).

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 and associated services and/or College electronic device and 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 employee 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

- **Email:**
 - As a part of Huntingdon College's employee onboarding processes, each faculty and staff member will be given an email account, which will also be used for HR purposes.
 - Faculty and Staff may also be assigned a separate email account to be used for official communication as needed - in this case, HR email accounts should not be used for official communication related to the faculty or staff member's duties.
- Faculty and staff will be provided with other electronic account access and/or Huntingdon College electronic device(s) as deemed necessary by the College in consideration of the faculty or staff member's employment responsibilities.
- Electronic account access for faculty and staff separating service will be terminated by the College, and any College owned electronic devices must be returned to the College: it is the responsibility of the Faculty or Staff member to retain copies of their intellectual property which is stored on College systems – access will not be granted to such files after employment has ended.