College-Owned Computer Use Agreement

Acceptable Use Agreement for College-Owned Computers

Revised January 2023

Purpose

This agreement has been designed to inform employees of standards and best practices to protect college-owned equipment and sensitive data stored on the equipment.

Connecticut College provides many computing tools to its employees to enhance their productivity and jobs. These tools include computers and their software, internal networks (e-mail, intranet, VPN etc.), external networks like the Internet, telephone systems, voicemail, fax, copiers, etc. Per the Connecticut College Appropriate Use Policy, the College requires that these systems be used in a responsible manner, ethically and in compliance with all legislation and other Connecticut College policies and contracts.

Individuals at Connecticut College are encouraged to use the college systems to further the educational and business goals and objectives of the college. The types of activities that are encouraged include:

- Communicating with fellow employees, students, colleagues, and businesses within the context of an individual's assigned responsibilities;
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

Computer User's Responsibilities

It is the responsibility of every Connecticut College employee to make every reasonable effort to handle all college-issued equipment with care and to protect the college's data. You or your department will be responsible for damages from negligence, accidents or user abuse.

Physical Security

All computing devices must be used and stored in a safe and secure location.

Every computer must run a current supported operating system that is updated at the regular vendor-defined cycle, except as otherwise directed by IS.

The removal or modification of college installed computer management, antivirus, network or security software is not allowed.

When traveling with any equipment, ensure the equipment is on your person, or if stored in a vehicle, ensure the vehicle is locked and the equipment is stored out of sight before reaching your destination. Take precautions to deter theft of any equipment in your possession.

The IT Service Desk (help@conncoll.edu) and the Chief Information Security Officer (CISO@conncoll.edu) must be notified immediately if your computing device is missing.

You are responsible for the physical care of the computer. If repairs need to be performed due to negligence, accidents or user abuse (i.e. liquid intrusion, dropped computers, or intentional damage), the repair service charge is not covered by the manufacturer's warranty. **You or your department will be responsible for the cost of repairs**.

Data Security

Be aware of the sensitivity of data that may be stored on the college's computing devices. All computer users must take special precautions to prevent the loss or disclosure of sensitive information. These precautions include:

Never give out your password to another person outside of the Connecticut College Computer Support Services Team. Also, verify that you are talking to or working with a legitimate College support team member.

Password protect access to the computer, locking your workstation if left unattended in your work location.

Do not share a computer that contains FERPA protected, sensitive, or personally identifiable(PII) information with a person that is not authorized to view that information.

Do not install unauthorized software, screensavers, and toolbars.

Data will be backed up with Druva Insync, or a similar product. Do not turn off or uninstall Druva Insync.

The IT Service Desk (help@conncoll.edu) and the Chief Information Security Officer (CISO@conncoll.edu) must be notified immediately if your password is compromised or if your computing device is missing.

Policies for data and information security are found on the Information Services website.

VPN and Network Access

VPN and general access to the Internet by immediate household members through the Connecticut College network on college-owned computers is prohibited. The Connecticut College employee bears responsibility for the consequences should the access be misused.

Acknowledgement

By typing my name below, I agree to the following:

>	To abide by the terms and conditions listed above in the College Owned Computer Use Agreement (CUA)

>	That I will not allow non-College employees access to or use of my College issued computer

>	The Connecticut College employee bears responsibility for the consequences should the access be misused.

Employee Name:

Date:

Installing Technician: