Information Technology Security Agreement

Morehouse College Information Technology (IT) resources include desktop, laptop and handheld computers and tablets, printers, scanners, data networks and servers, internet, e-mail, numerous applications and software programs, cellular telephones and electronic and video communications. These resources are all considered property of Morehouse College.

Users of the College’s IT resources will safeguard these resources from unauthorized use and misuse, to include, but not be limited to:

Only accessing or attempting to access IT resources that they have been authorized to use;
- Not granting any unauthorized individual access to IT resources;
- Not disclosing/sharing their passwords or authorization codes to any individual, inside or outside the College;
- Not copying, disclosing, transferring, examining, renaming or changing any information or programs belonging to another user unless given permission to do so by the user;
- Not installing or configuring any software and/or equipment allowing them to remotely access, monitor, or administer any computer, server or device on the College’s networks; and
- Treating all electronic material in the same manner as equivalent hard copies with regard to confidentiality, release of information and open record requests.

No user will:
- Access another user’s e-mail or read, copy, or alter the contents of another person’s mailbox without first obtaining his/her permission;
- Forge or knowingly send forged e-mail messages or attachments to any e-mail message;
- Use profane, obscene, offensive or inflammatory speech in any e-mail message; or
- Use the e-mail system to personally attack any individual or entity, share data that is not authorized for distribution and/or misrepresent oneself or the College;

No individual will use the College’s IT resources to create, copy, view, distribute, transmit, retrieve, save or print any statements, images or materials that:
- Are offensive, harassing or disparaging to others based on race, national origin, sex, sexual orientation, age, disability, or political or religious belief;
- Are sexually explicit or oriented; or
- May incite violence or describe or promote the use of weapons or devices associated with such activities.

No individual will use the College’s IT resources for:
- Illegal purposes or in support of such activities;
- Degrading and/or disrupting the performance of the College’s computer systems or networks of any other entity’s computer systems or networks;
- Downloading, participating in, or playing any recreational game;
- Accessing or participating in any chat rooms unrelated to the specific objectives of his/her job;
- Listening to radio/music via the internet or viewing any non-work-related video transmissions;
- Hosting a web site or providing any internet-related service without the approval of the CIO;
- Commercial purposes, product advertisements, or “for profit” personal activities;
- Union or political activities such as to further one’s own or someone else’s partisan or nonpartisan political campaign;
- Unauthorized use of copyrighted materials or other person’s original writings;
- Distributing “junk” mail such as chain letters or making unauthorized solicitations (such as non-business related mass mailings offerings items for sale or soliciting charitable contributions;
- Transmitting confidential information without proper authorization and following security procedures;
- Storing unauthorized data, information or software on any IT resource; or
- Preventing the use of or disrupting the performance of any other IT resource.

Violations of this Users Agreement may result in disciplinary action, up to and including termination.

Printed Name ___________________________ Signature ___________________________ Date ___________________________

Network - Email Account Application rev
Revised: May 2009/blw
NETWORK – EMAIL ACCESS ACCOUNT APPLICATION

Please Type or Print

Name: ___________________________ Employee ID#: ___________________________

Last Initial First Middle

Department: ___________________________

Job Title: ___________________________ Building: ___________________________

Supervisor: ___________________________ Room #: ___________________________

Access/Information

☐ New Access  ☐ Transfer  ☐ Change  ☐ Removal
Access: New Access for first time users
Transfer: User moving from one location to another
Change: Name or position change
Removal: User who has resigned/terminated

Employment Status: (please select applicable fields)

☐ Faculty ☐ Staff
☐ Full Time ☐ Part-time
☐ Temporary: Start Date _________ End Date _________

☐ Information Security Agreement Date Signed: ___________

EMPLOYEE SIGNATURE ___________________________ DATE ___________

DEPARTMENT HEAD/SUPERVISOR SIGNATURE ___________________________ DATE ___________

☐ Approved ☐ Denied

Office of Human Resources

HUMAN RESOURCES AUTHORITY SIGNATURE ___________________________ DATE ___________

To Be Completed By Information Technology Staff Only

Email Account Name: ___________________________ Track It #: ___________________________

Windows Account Name: ___________________________ Notified By: ___________________________