

Refer to Section {B}  
{Personnel}Unit  
**Procedure for {B 9 – Technology Guidelines}**

---



Midway College provides access to the Internet, World Wide Web, electronic mail and related networks to all faculty, staff and students. Computer users are expected to practice responsible behavior and utilize the network in an ethical and legal manner.

1. All new employees are asked to read and sign a copy of the IRIS department's Midway College Confidentiality & User Policy (see next page) as part of their initial payroll documentation.
2. The USER SET-UP Form is completed and signed by each new employees' supervisor and sent to the Office of the Provost. Once authorized by the Provost, the form is sent to the Director of Information services to set up computer access as required for the employee.
3. For security reasons employees are not permitted to share personal passwords.

New User Forms follow

Refer to Section {B}  
{Personnel}Unit  
**Procedure for {B 9 – Technology Guidelines}**



---

Midway College Confidentiality & User Policy

Midway College provides access to the Internet, World Wide Web, electronic mail (e-mail) and related systems to all faculty, staff, and students. **Midway College provides employees with technology for the purpose of college business only. Any other use of college technology is improper use of college technology and is grounds for termination.** Users are encouraged to choose computing resources *appropriate to their work*. All Midway College computing resource users are expected to practice responsible behavior and to utilize the network in an ethical and legal manner. Appropriate use of these resources is respecting the rights of other computer users, the integrity of the physical facilities, and all technology related Midway College policies.

The following outlines a list of guidelines for responsible and ethical behavior on all networks:

- Workstations/computers, computer accounts, and computer files are to be used only by those with proper authorization. **The sharing of passwords is strictly prohibited.**
- Midway College-owned workstations/personal computers or related equipment can neither be modified or moved from its installed location without prior approval from the Information Systems Department.
- Do not attempt to access restricted software areas such as the operating system, unless authorized by the appropriate College administrator.
- Abide by all applicable laws.
- Respect the privacy and personal rights of others. Do not access or copy another user's electronic mail, data, programs, or other files without the author's permission. All files are private and confidential unless the author specifically makes them available to others.
- Honor all applicable copyright laws and licenses. Both College policies and the law expressly forbid the copying of software that has not been distributed as "freeware" or "shareware". Reproduction of copyrighted material is subject to the Copyright laws of the United States (Title 17, U.S.C.) and persons can be subject to fines and penalties. All Midway College-owned workstations are assets and all software loaded should be installed from original disks and proof of license kept on college premises at all time. If such software is found to be illegally installed on a unit, the workstation user will first be advised to remove the program, if ignored it will be deleted by Information Systems immediately.
- Computer etiquette should be used at all times: proper and polite communication, being sensitive to feelings of others, and using only your fair share of computing resources.
- Midway College computing resources should not be used for persons to engage in consulting or other business ventures.
- Midway College reserves the right without notice to limit or restrict any individual computer user's access and to inspect and/or monitor, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any college-owned computing resource or access to the Internet, World Wide Web, electronic mail, or other related network service. The college also reserves the right to periodically check any workstation or take any other action necessary to protect its computing resources and access to these networks.

**I understand that by virtue of my employment with Midway College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.**

Refer to Section {B}  
{Personnel}Unit  
**Procedure for {B 9 – Technology Guidelines}**



---

The information that is stored on the computer system is the property of Midway College. I acknowledge that I fully understand that intentional disclosure by me of individual and/or college related information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Midway College's policy and could constitute just cause for disciplinary action including termination of my employment, regardless of whether criminal or civil penalties are imposed.

---

Date

---

Employee's Signature

Refer to Section {B}  
 {Personnel}Unit  
**Procedure for {B 9 – Technology Guidelines}**



**User Request Form  
 Network and Phone**

Name <i>(first, MI, last)</i>	_____		
Department	_____	Ext	_____
Job title/description	_____		
Location of workstation <i>(Bldg, office #)</i>	_____		
Start date	_____		
<input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Workstudy Estimated end <input type="checkbox"/> Temporary Staff              date      _____	<input type="checkbox"/> Long distance code <input type="checkbox"/> Voicemail		

**Access Requested** *(please list specific names if known and type of access.)*

Groups  
*(if AS/400 user, include **CMDS Users** group)*

\_\_\_\_\_

\_\_\_\_\_

Network folders

	<i>Access (i.e. Read or Change)</i>	

Network/shared printers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Shared calendars

	<i>Access (i.e. Read or Change)</i>	

Refer to Section {B}  
 {Personnel}Unit  
**Procedure for {B 9 – Technology Guidelines}**



**User Request Form**

AS/400 for \_\_\_\_\_

*If no AS/400 access is required, please skip this section and continue at the bottom.*

Module(s) needed:  Admissions       Advising       Business Office       Development  
 Financial Aid       Human Resources/ Payroll       Registration       Student Life

**Is this request due to a job responsibility change?**       Yes       No

**If so**    New Department \_\_\_\_\_

New Job title/description \_\_\_\_\_

New module(s)     Admissions       Advising       Business Office       Development  
 Financial Aid       Human Resources/ Payroll       Registration       Student Life

*What type of access is needed (be specific; i.e. certain accounts, change or read-only, etc.)?*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of supervisor \_\_\_\_\_

Signature of Provost \_\_\_\_\_

IRIS Use Only

**NT User ID** \_\_\_\_\_ **AS/400 User ID** \_\_\_\_\_

**Security Levels**

DUN      CC      Object Level \_\_\_\_\_ TEAMMATE \_\_\_\_\_