INFORMATION TECHNOLOGY RESOURCES (ITR)

General Guidelines:

1. All IT Resource (ITR) usage must be in accordance with the guidelines for student behavior included in the student handbook. This includes rules regarding acceptable behavior, intellectual property and copyright, and harassment.

2. Data Security: Each student is solely responsible for keeping his or her own data safe, secure, and available.
   a. Never leave your computer for any amount of time without saving your work. Save your work often.
   b. Always keep at least a second copy of any important data. Copies should be kept in different places and on different media where possible.

3. Resource Access:
   a. Only use resources for which you have been given explicit permission.
   b. Always use your own username and password. Never use anyone else’s nor give yours away.

4. Access to any IT resources for class assignments always takes priority. Access for personal use is allowed on idle resources only. Consumable resources, such as paper and ink, may not be used for personal projects.

5. Do not use school resources for professional projects, even on a volunteer basis without explicit permission from an instructor.

Specific Policies:

1. Data Storage
   a. Students are responsible for backing up their own work.
   b. Certain space may be made available to the students which will be backed up. These copies are not guaranteed to be available and students should still maintain their own backups.
   c. Data will be erased in accordance with data retention policies (see below) without warning.

2. Printing
   a. Use of printers is for class projects only.
   b. Misuse of printer resources may cause you to be charged for the pages you printed and your ITR usage may be restricted or terminated.

3. Use of resources
   a. Computer use may be interrupted at any time. Locked computers should have no unsaved data.
   b. Data stored or transmitted through any ITR may be inspected, copied, moved, or deleted at any time by authorized Ex’pression staff.
   c. No Student may access ITR to which they have not been given explicit permission to access.
   d. Each student is fully responsible for any uses of his or her electronic identity (username/password). No student should disclose this username/password combination to any other.
   e. In order to use multiple computers to complete class assignments, such as rendering projects, students must receive permission from the instructor. Students must adhere to guidelines from their instructor about how many computers they may use at any one time. Overuse of resources without permission may result in restriction of or complete removal of a student’s access to ITR. In addition, corrections of violations, when they are found, may result in losses of student work.

4. Internet access
   a. Access to the internet is for class and personal use only. Internet access may not be used for the purposes of operating or maintaining a business.
   b. Personal use of the internet may be terminated at any time. It may also be subject to bandwidth restrictions.
   c. Material accessed via the internet must always be appropriate to a professional and learning environment in accordance with rules in the student handbook.
   d. Students must always exercise caution and good judgment when accessing copyrighted material. All use of copyrighted material must be in accordance with the rules in the student handbook.
5. Alumni resources
   a. Alumni may access IT resources only as long as they still are allowed physical access to the campus.
   b. Alumni may not use consumable resources, e.g. printers except for producing materials for their job search, and may only access IT resources not in use by current students. When auditing classes, alumni may access resources as current students of that class.
   c. Student email will be moved to an alumni email account within 30 days of a student’s completion of their degree program. An alumnus/alumna may keep his/her email account by responding positively to an inquiry email from the IT department. Any account which does not send or receive email (other than unsolicited or list email) for more than 90 days may be deleted.
   d. Alumni must follow the same acceptable use rules as current students.

6. Data retention
   a. Students are solely responsible for the safety and security of their own data. No provisions in this policy indicate the acceptance of the IT department nor Ex’pression College of any responsibility for the loss of data. Likewise neither the IT department nor Ex’pression College will bear responsibility or cost of any consequences, direct or indirect, that result from the loss of any student’s data.
   b. Student data is subject to established quotas, which may change without notice.
   c. Any student data may be erased anytime 30 days after the student is no longer actively enrolled.
   d. Any student profiles may be erased from any workstation if that profile has not been modified within the past 30 days.
   e. Any student data in class folders may be erased anytime after the final meeting of that class.
   f. Students may be provided with folders that will be backed up according to a published backup schedule, which may change without notice. Please see the IT department staff or published notices to find out about current backup policies.

7. Acceptable use
   a. No ITR may be used for commercial purposes or personal gain of any kind.
   b. All material viewed, stored, produced, and processed by ITR must be appropriate to a professional and educational environment. Obscene, offensive, harassing, or otherwise inappropriate material may not be accessed, produced, stored, viewed, or otherwise passed through ITR. Please see the student handbook for further guidance.
   c. All software used by a student must be properly licensed for such use. Unlicensed, “cracked”, or pirated software will be removed immediately from ITR whenever and wherever it is found.
   d. All students must observe the intellectual property rights of any content. All data used by a student must be used in accordance with copyrights or intellectual property rights pertaining to that data. Material found on ITR in violation of its copyright will be removed immediately and may subject the student to disciplinary or legal action.
   e. No student may attempt to impersonate or otherwise use the electronic identification of anyone else, even with that person’s consent. Likewise no student may give his or her username and password to someone else for that person’s use. Violation of this policy is grounds for immediate termination of computer access privileges.

Accessing student computer and email accounts
1. For your computer account, your password will be set to the word “password” (with no quotation marks). To activate your account, you must log on to a computer. It will prompt you to change your password.
2. Your email address will be <username>@webmail.expression.edu. In order to use your Ex’pression Webmail, you must first log into a computer on campus and change your password.