Randall University
Technology Usage Policy

Welcome to Randall University! We are pleased to offer you some of the newest technology available today. We hope to continue offering such technology to you and that it will be beneficial. In order to keep the computers and other technology in good working order and to ensure that the technology is being used ethically, you will need to read and agree to the following policies and procedures before you are allowed to use the equipment at Randall University.

➢ There will be no unauthorized software copied onto the computers. If you need software installed onto a computer, contact the IT staff.
➢ There will be no software copied from the computers without permission from the IT Department.
➢ There will be no inappropriate web sites created or maintained while in any status related to Randall University.
➢ There will be no indecent material (text, graphics, audio or video) downloaded, viewed or listened to on the computers.
➢ There will be no materials that support or explain how to conduct illegal activities downloaded from or viewed on the computers.
➢ There will be no misuse or rough use of the computers or associated equipment.
➢ There will be no games played on the computers while in a work status at Randall University.
➢ There will be no use of the computers for illegal purposes.
➢ There will be no use of the computers to transmit threatening, obscene, or harassing materials nor will racial, ethnic, or gender-based slurs be tolerated.
➢ There will be no use of the computers to disrupt other persons' computing operations, such as the distribution or propagation of computer viruses or using the network to make unauthorized entry into other computers.
➢ There will be no use of the computers for commercial purposes.
➢ There will be no continual streaming video and audio (Such as radio stations.)
➢ There will be no downloading or duplication of copyrighted materials including music, MP3s, programs, pictures, videos, literary works, etc.
➢ Persons using the Internet services provided by Randall University are also subject to the policies of our current Internet service provider.
➢ Each person's work/data should be saved onto external media unless directed otherwise.
➢ Each person will be responsible for safekeeping his/her own disk/data. Randall University will not be responsible for any lost data nor the privacy of any data.

Technology Usage Agreement
Randall University

In order to use the available technology at Randall University, a person must first agree to abide by the Technology Usage Policy. Your signature at the bottom of this page confirms this agreement and is legally binding.

The next step is to have your network and email account prepared. This will take anywhere from two to five working days depending upon the IT workload. Your User ID and password will be available for pick-up at the reception desk.

It is very important that you fill out the information requested below, correctly. Any error will cause a delay in the process. Please <u>print</u> all of the information with the exception of your signature of agreement at the bottom of this page.

Name: (First, MI, Last) _____

Local Address (or Dorm Room): _____

City & Zip: _____

Local Phone: _____

Position at Hillsdale: (Check one)   ❑ Administrator

                                       ❑ Faculty Member

                                       ❑ Staff Member

                                       ❑ Student   Traditional Graduate Adult

                                       ❑ Other _____

❑ I am new at Randall University and do not have an account.
❑ I'm a returning student and know my login and/or password.
❑ I'm a returning student but need my login and/or password reissued.

I have read, understand, and will abide by Randall University's Technology Usage Policy. I understand that all technology used on the Randall University network, institutional or privately owned, can and will be monitored for inappropriate material. I also understand that any violation of the policy may constitute a University or even a criminal offense. Should I commit any violation, my privilege to use the technology may be revoked and University disciplinary and/or appropriate legal action may be taken.

User Signature: _____ **Date:** _____