



POLICIES *and* PROCEDURES

Board of Trustees Policy Number: IT 13.05

Date of Adoption/Revision: 10-10-14

SUBJECT	USE OF BENNETT COLLEGE INFORMATION TECHNOLOGY (IT) SERVICES
AUTHORITY	Information Technology Department
APPLICABILITY	These policies apply to the Board of Trustees, administration, faculty, students and anyone using the information technology resources of Bennett College.
PURPOSE	This policy establishes the requirements for use of the Bennett College IT network to ensure the integrity and security of the network.
POLICY	All users of Bennett IT resources are expected to follow all policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files, or other information. Every member of the Bennett community is required to exercise normal ethical and legal behavior
PROCEDURES	<p>The IT Department authorizes and manages all IT services for the College utilizing in-house and outsource resources. Specifically, the IT Department is responsible for:</p> <ol style="list-style-type: none"> 1. Administrative Computing 2. Cable, Satellite, and IP Delivered Television Services 3. Desktop Computing 4. Email 5. Network Usage 6. Social Media <ol style="list-style-type: none"> a. Limited to institutionally managed tools 7. Support for Student Computers 8. Telephone Services 9. Website Development and Access (Policy No. IT 13.08) 10. IT related issues resolution

Replaces policy:

Date