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Ethical Use of Computing Facilities

The computing facilities at Millsaps College include computers, computer accounts, printers, networks, software, electronic mail, web pages, telephones, and long distance telephone service. These facilities are provided to students, faculty, and staff for educational, research, and administrative activities. Use of these facilities must be consistent with College standards as stated in Major Facts and the honor code regarding efficient, ethical, and legal usage. Access to the computing facilities is a privilege, not a right. Failure to adhere to these guidelines as described below may result in action by The College. By logging onto the system, the user agrees that he/she has read this document and will abide by these guidelines.

1. Users may only use computer accounts or facilities they have been authorized to use by Information Technology Services. A user may not use a computer account assigned to another person. Access granted to computer resources through the negligence or naivety of another user is not considered authorized use.

2. Computing facilities are to be used for instruction, academics, research, and administrative functions. The computing facilities may not be used for commercial purposes or monetary gain. This includes any personal equipment connected to the Millsaps network.

3. Individuals are responsible for all use of their computer accounts and equipment. This includes the content of email messages, web pages, and computer files.

4. Fraudulent, illegal, harassing, embarrassing, obscene, indecent, profane, inappropriate, or intimidating materials cannot be sent, printed, requested, displayed, or stored.

5. Users are prohibited from reading, modifying, deleting, or copying another user’s email. Users are also prohibited from sending unsolicited junk mail, chain letters, and for-profit messages.

6. Users may not search for, access, or copy directories, programs, files, or data not belonging to them, without express authorization to do so.

7. No one should attempt to modify system facilities, crash any computing system, degrade system performance, or subvert the restrictions associated with computer accounts. The willful introduction of computer viruses or other disruptive/destructive programs into the Millsaps Computing environment or external networks is prohibited.

8. As users have access to other computers and networks, the following is also applicable: use of computing systems in attempting to gain unauthorized access to remote systems, decryption of system/user password(s), or modify authorized privilege levels is not permitted.

9. One should not encroach on use of the computer by others. This includes activities that tie up computer resources for excessive game playing or other trivial applications.

10. The World Wide Web (WWW) provides The College with a worldwide audience, including prospective students, faculty, staff, alumni, and more. It is a medium for The College to promote itself and its educational mission. The College’s presence on the WWW, as with all other communications, must portray a positive image. Specific standards and guidelines have been developed for official pages.

11. Individual home pages (also referred to as personal home pages) are solely the responsibility of the person creating it (or of whom the account belongs). They may not contain The College logo or any
official word marks. These pages may not contain any illegal, obscene, indecent, profane, intimidating, inappropriate, or other material that may embarrass or damage the goodwill or reputation of The College. Individuals are prohibited from creating plans, web pages, or other public access documents that draw undue traffic to The College through its network connections.

12. Millsaps College is bound by Title 17 of the United States Code on Copyrights and supports the provisions contained therein. Individuals are likewise bound by copyright laws. The College endorses and supports the EDUCOM Code on Software and Intellectual Rights. Various software packages have been licensed to Millsaps College for use. However, neither The College nor its employees own this software or documentation; unless specifically authorized by the software company, this material cannot be copied.

13. Millsaps College does not condone the illegal or unauthorized duplication or use of software. Every person who uses College computing equipment or any computer while on College property or conducting College business is individually responsible for complying with all copyright laws and software licensing agreements.

14. Millsaps College recognizes and endorses the privacy of individuals in using the computing facilities and will use good faith in preventing privacy abuses. Users are advised, however, that Millsaps College is a private institution that must protect the integrity and safety of The College and its computing facilities, employees and students. On occasion, authorized individuals of The College may be required to examine files maintained on The College’s computer facilities. For example, the Department of Information Technology Services personnel must have access to all files to provide maintenance, data storage, security of information systems and software auditing. Additionally, The College reserves the right to authorize special examination of computer files if The College determines the action appropriate.

Abuse of computing privileges and any violations of the guidelines and policies established by The College will be considered as serious matters. Infractions may result in:

- loss of usage privileges
- referral to the Honors Council
- referral to the Judicial Council
- disciplinary sanctions
- dismissal from The College
- termination of employment
- legal action
- criminal proceedings

During any investigation, The College reserves the right to suspend computing privileges pending a final determination by The College.
About ITS
The department of Information Technology Services (ITS) is the central agency that supports enterprise-wide computing on campus. It provides the products and services that you will use every day to complete tasks related to your studies or your jobs with a commitment to excellence in customer service and technical support. These services are provided to the college community in support of the mission of Millsaps College. ITS is responsible for providing central platform and operating systems, database, application, email, digital signage, and identity and access management services. ITS provides the connecting layers, services, and support for campus applications and systems.

Procurement The responsibility for the purchase of all of technology related equipment and software. The authority to make purchases from allocated departmental budgets for services or materials is delegated to Information Technology Services by the signature of the departmental administrator on the purchase request. Approval to spend budgeted funds may be subject to prior approval of The President, the Academic Dean, Vice-Presidents and Division Deans. Purchases on restricted cost center numbers must be authorized by the Grant Accounting Administrator before being processed by ITS.

Telephone Services Information Technology Services is responsible for the Millsaps telephone VoIP system, as well as other services dependent on telephone system.

Data and Voice Network ITS maintains the physical fiber, copper, and Ethernet infrastructure that physically interconnects all of campus.

Help Desk To provide prompt, courteous, and informed support to the College's community. Help Desk strives to provide effective resolutions to daily challenges and to support Millsaps College faculty, student and staff productivity.

Web Help Desk is a web based system which provides a ticket tracking system for all requests submitted to the Help Desk office to enhance the way that our users report and track support issues. This application allows you to open your own support ticket by emailing help@millsaps.edu

Also available to you is the Help Desk portal at https://help.millsaps.edu

IT offers extended service hours of 8:00 a.m. until 6:00 p.m during the academic year, Monday through Thursday and Friday, 8:00 a.m. – 4:30 p.m. Summer hours are hours of 8:00 a.m. until 4:30 p.m. Monday through Friday.

theHUB ITS student staffed after-hours extension of the Help Desk to support faculty, staff and students. Extended hours do not offer a fully functioning Help Desk office, we are open and classroom support is a part of our job responsibilities. Should a piece of hardware/software malfunction in a classroom our student night staff troubleshoot the problem. In some instances student staff will need to create a trouble ticket for the next morning for full-time staff to assist.
Student staff is available to assist our faculty, staff and students with a variety of other services such as wireless setup, software installation, smartphone email configuration, to name a few.

- Extension of Help Desk offers assistance to those that don’t have time to seek out support during the day
- Office location: AC105
- Extended support hours for night classes
- Nightly review of classroom facilities to avert equipment or software errors.

**Hours of Operation**

**AC105**

**Office Hours:** Monday-Thursday, 6:00pm – 8:00pm during academic class schedule only.

**Contact Information**

Telephone: 601.974.1144
Email: help@millsaps.edu

**Major Portal** is a web-interface for employees and students using your Millsaps login credentials. Major Portal allows students to view financial information and offers an online payment option. Students may search for courses, plan terms, schedule and register courses, view and request an enrollment verification, change consent for e-delivery of tax information and view grades by term. Employees may view pay advances and tax information.

**MajorAir Wireless Network** provides students, faculty, and staff members a secure network to access email, networked drive, and other resources. Users may wish to keep in mind that a wireless connection may fluctuate in strength, meaning it will be stronger in some areas than in others.

**MajorGuest Wireless Network** allows guest access to the internet only for a period of 24 hours and then the user has to re-enroll to access. When a device is joined to MajorGuest the user is directed to a web page https://cppm.millsaps.edu/guest/majorguest_registration.php?_browser=1.

After entering information, guests will have internet access for 24 hours. If the user disconnects and reconnects within that 24 hour time they do not have to re-enroll.

**Email** Outlook Web Application is available to check Millsaps email via the web @millsaps.edu | **RESOURCES** | Faculty, Staff or Student | Email

**Personal Network Storage** Each employee and student is provided with a limited amount of data storage on their personal network drive, the M: Drive. Any time you log on to the network, you will have access to the M: Drive. The network share area resides on servers with a scheduled back-up solution in place. This network drive is accessible to you from any computer connected to the Millsaps campus network, including public and personal computers. When working on a public lab computer, files should be saved to this area and not locally to the public system.

**Department Network Storage** The shared department drive is a secure network storage space on the H: Drive accessible from the campus network. It may be used to share files between members of the same
VPN The Virtual Private Network (VPN) service enables users to login to Millsaps resources on the network such as example network share drive(s) from an off-campus computer. Contact Help Desk for assistance configuring VPN.

**Academic Software Licenses Office 365 Pro Plus for Faculty and Students** The Student Advantage and Faculty Advantage is a free version of Office 365 Pro Plus - available to all end users that qualify who are currently licensed for their Faculty for Office Pro Plus (on-premise or Office 365) on either an EES, OVS-ES, or School enrollment. Licensed per student or per fac/staff count.

**Microsoft Home Use Program Available** Employees are eligible to participate in Microsoft’s Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer.

Under the Home Use Program, employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage.

Employees and student users are held responsible for the terms and conditions of the license(s) granted to the institution for the duration of the institution’s agreement with Microsoft.

**Office Computers** It is The College’s responsibility to provide full-time employees with an office computer. Employees should utilize the computer provided by the College.

Please contact Help Desk if you have special hardware/software needs for replacement or in addition to the standard system.

**On Campus Printing** Network printers are available in various offices, departments, and computer labs on campus. Laser printers are available for student printing in the academic hall computer labs, the Library computer lab and Library Information Commons.

**Millsaps College Web Site** The Office of Communications and Marketing is in authority for the College web site.

**Course Connect** is the Millsaps course management system powered by Moodle. Moodle was developed by educators with a “learning-centric” perspective. Course Connect offers faculty interactive online spaces for their courses. Professors will be able to upload syllabi, host discussions, accept assignments electronically, send email to class members, give quizzes and much more.

**Use of Personal Computers on Campus** Employees may connect a personal system to the Millsaps wired or wireless network. This system connection should not be permanent, this may compromise network security. Employees are responsible for purchasing personal anti-virus software.
Support for Personal Computers  ITS will make every effort to assist employees with a computer problem. We may offer suggestions and guidance. For personal assistance, IT staff may assist employees during personal time for a nominal fee; however, any agreement entered is strictly unrelated to support provided by the College.

Purchasing Personal Computers  Employees and students may purchase Dell systems and other peripherals through the Millsaps Dell University Program. To receive educational discounts not available to the general public please access the following http://www.dell.com/dellu/millsaps

Apple, Inc. offers educational pricing for students and employees; please visit http://www.apple.com/us-hed/shop  Education Store