

Keystone College

Policy Title: Acceptable Use of Information Technology

Policy Owner (position title): Chief Technology Officer

Effective Date: 10/06/2026

Last Reviewed (date):

A. Policy Statement

Keystone College's information technology (IT) resources are intended to support the educational, administrative, and campus life activities of the College. Maintaining information security and operational integrity requires the participation of all users of the College's information technology resources, including its digital and physical assets. Each community member is expected to comply with the responsibilities outlined in this policy to ensure the availability of college information assets for all.

User Responsibilities

- Users must comply with all federal, state, and local or other applicable laws; all College policies and procedures; and all applicable licenses and contracts.
- Only use IT resources that you are authorized to use for the College-related activities for which they are designed; do not attempt to subvert or bypass College-imposed security mechanisms. The use of College IT resources to offer goods or services of a commercial nature by individuals is forbidden.
- Accounts and passwords may not be shared with or used by persons other than those to whom they have been assigned by the College. Users must make a reasonable effort to protect passwords and secure resources against unauthorized use.
- Users must respect the finite capacity of IT resources and limit use so as not to consume an unreasonable amount or to interfere with the activity of other users. Information Technology Services may set limits on uses that degrade the performance of the College network or interferes with the College's educational or business activities.
- Personal use of College IT resources is permitted when it does not interfere with the performance of one's job or other College responsibilities and does not compromise functionality or consume a significant amount of IT resources. IT resources may not be used to campaign for or against a candidate for political office or for purposes inconsistent with the College's tax-exempt status.

While the College values the privacy of its user community, IT resources are the property of Keystone College and are not guaranteed to be private. The College reserves the right to inspect and monitor IT resources for the purpose of diagnosing and correcting technical issues, when required by law, or when it is suspected that IT resources are not being used in accordance with this policy.

B. Reason for Policy

This Acceptable Use policy defines the appropriate and responsible use of Keystone College information technology resources to ensure a secure, dependable, and productive environment for learning and work. This policy also addresses requirements of Information Security

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regulations and the Middle States Commission on Higher Education's Standards for Accreditation.

C. Entities Affected by the Policy

This policy applies to all users of IT resources owned or managed by Keystone College. IT resources include all College owned, licensed, or managed hardware and software, as well as the College network, regardless of the ownership of the device connected to the network, the means of connecting, or the locale from which the connection is made.

D. Definitions

Information Technology Users – full and part-time employees, temporary employees, students, visitors, volunteers, third party contractors, and consultants who have access to, support, administer, manage, or maintain Keystone College information technology assets

E. Related Documents - Policies, Procedures, Other Forms

Student Handbook
Employee Handbook
Faculty Handbook
Digital Copyright Management Policy

F. Contacts

Dale Jordan, Chief Technology Officer, dale.jordan@keystone.edu
IT Help Desk, helpdesk@keystone.edu

G. Appeal Statement/Process

Violations of this policy will be handled according to normal disciplinary procedures which can result in disciplinary action up to and including suspension from enrollment or termination of employment. An individual's IT use privileges may be temporarily suspended during this process when there is a reasonable basis to believe that the individual is in violation of this policy.

The Chief Technology Officer reserves the right for final interpretations of the applicability of this policy and decisions regarding sanctions will be made in consultation with existing policies and procedures.

H. Location

Technology Support webpage
Employee Handbook