COMPUTER TECHNOLOGY

Steve Doenges, Director of Information Technology Services, ext. 5501, sdoenges@mvnu.edu
Tim Myatt,Associate Director for Network Computing, ext. 5541, tmyatt@mvnu.edu
Rick Burke, Assistant Director for Technical Support, ext. 5551, rburke@mvnu.edu
John Walchle, Assistant Director for Administrative Computing, ext. 5531, jwalchle@mvnu.edu

EMAIL AND MORE

MVNU has partnered with Microsoft (Live@edu) to offer enhanced, online collaboration tools to students. Live@edu provides students with a free 10 GB lifetime email account, 25 GB online storage solution, collaboration, blogging, photo sharing, event planning, instant messaging tools, and much more!

THE TOP FEATURES INCLUDE:

- Large storage size for email (10 GB for Outlook Live) and 20 MB attachments
- Password protected 25 GB online storage through Windows Live SkyDrive
- Collaboration service through Office Live Workspace; room for more than 1,000 files
- Instant messaging
- Rich calendaring
- Photo sharing
- Multiple browser support

ACCOUNT INFORMATION

- Typically, your MVNU username is the initial of your first name followed by up to 7 letters of your last name. For example, Thomas Jefferson's network username would be tjeffers. His email username and address would be **tjeffers@mail.mvnu.edu.**
- When there is more than one person that would have the same username, the last letter is dropped and a number starting with 1 is added. For example, if there is a Theodore Jefferson, his network username would be tjeffer1 and his email username and address would be **tjeffer1@mail.mvnu.edu.**
- Your initial password is mvnu (all lowercase letters) plus # (pound sign) plus your ID number. Your password would look something like this: mvnu#123456
- Changing your password: To change your password, go to the password self-service web site at http://password.mvnu.edu You need to register first, then you can change your password. See http://helpdesk.mvnu.edu/helpdesk faqs.html#passwdselfserv for complete instructions on the use of the password self-service web site. Your password is set to expire every 365 days from the date you change your password. If your password expires, you will be warned and given several grace logins before your password actually expires. Make sure to follow the criteria for the password and do your best to remember it. However, if you forget your password, call the Technical Support Center (TSC) at ext. 5555 to have it reset or go to the password self-service web site and click on the link "Forgot your password?" (You must be registered to use this link.)
- Your MVNU email account is used for all official MVNU communications. It is your responsibility to check your email regularly to avoid missing important communications.
- You have access to your MVNU email account from anywhere in the world (**http://mymail.mvnu.edu**), including the computers available in labs across campus. See the Computer Labs section on the next page for the locations a and hours of the labs.

PERSONAL INSTITUTIONAL INFORMATION – MY.MVNU.EDU

You have access to your personal MVNU information through the myMVNU web portal at https://my.mvnu.edu. This web site gives you secure access to your grades, class schedule, billing account, chapel attendance, campus directories, vehicle registration, and more. To set up your account on myMVNU, click on the "Create My Account" button on the main page and follow the prompts. Be sure to wait at least one hour after setting up your account before you try to log on. Access to this information is also available off campus. For more information and how to set up access, visit http://helpdesk.mvnu.edu/helpdesk_faqs.html.

MOODLE (iLEARN) COURSE WEB SITES

Many MVNU courses use Moodle to provide web resources and communication tools that can be used from any computer connected to the Internet, and the library also uses Moodle to provide information about how to use their systems (see http://library.mvnu.edu). Your instructor will tell you if Moodle will be used for a particular class. Your Moodle username and password is the same as your network username (e.g. tjeffers). To access Moodle from any computer connected to the Internet:

1. Open a web browser. Internet Explorer version 7 or newer is recommended for PC and Safari version 3 or 4 for Macs.
2. Enter http://ilearn.mvnu.edu in the address box.
3. Enter your Moodle username and password.
4. After logging in, you will see a list of links to your courses that are using Moodle.

COMPUTER LABS

The computer labs are open for student use whenever there is not a class or the lab is reserved. The hours during the school year are posted on the door of each lab. The General Use Lab in the lower level of the library is open throughout the day. In addition, the Mac Lab (F0208) and the JSB Lab (103) are staffed in the evening hours. In general, the hours when each lab is staffed are:

General Use Lab (LLRC39): 8 PCs and 5 Macs
- Monday-Thursday, 7:45 a.m.-10:45 p.m.
- Friday, 7:45 a.m.-8:15 p.m.
- Saturday, 11 a.m.-7:45 p.m.
- Sunday, 7:15-11:30 p.m.

Library Information Commons (LLRC Main Floor): 5 PCs
- Monday-Thursday, 7:45 a.m.-11 p.m.
- Friday, 7:45 a.m.-8:30 p.m.
- Saturday, 11 a.m.-8 p.m.
- Sunday 7:15 p.m.-11:45 p.m.

There is a mobile lab located at the library circulation desk with laptops available for checkout. For additional information, go to http://helpdesk.mvnu.edu/mobilelab_faqs.html

Teaching Lab (LLRC38): 32 PCs
Open and staffed with the General Use Lab except for classes and reserved times.

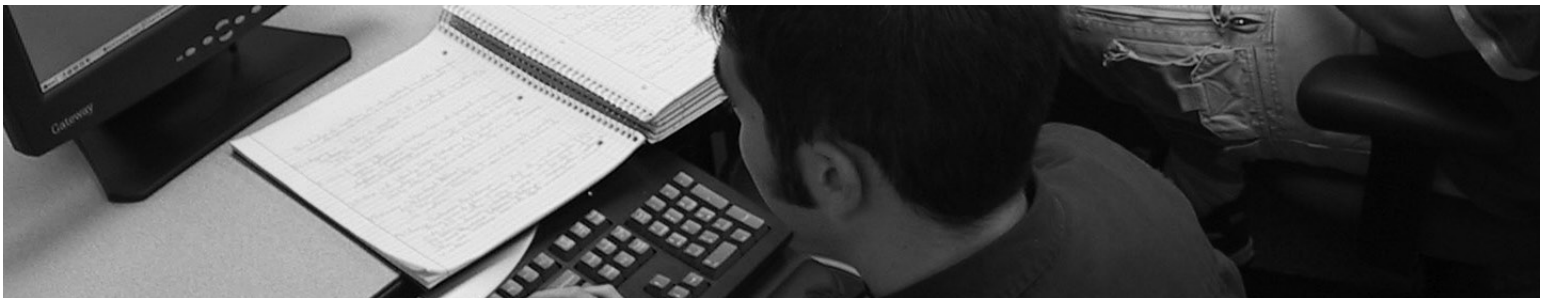
Mac Lab (F0208): 30 Macs
- Monday-Thursday, 6-11 p.m.
- Friday, 6-8 p.m.
- Saturday, 1-4 p.m.

Extended Hours Study Room (LLRC main floor): 6 PCs and 2 Macs
- Monday-Sunday, open 24 hours

JSB103: 28 PCs
- Monday-Thursday, 5-11 p.m.

PRINTING IN LABS

Each student receives the equivalent of 250 black and white pages of printing each semester credited to their account. Each black and white page printed is calculated at $.06/page and each color page is $.75/page. When your print quota is reached, you will not be able to print until the next semester or until you increase your quota. If you wish to increase your amount before the next semester, you may go to the Student Accounts Office in Founders Hall between 8:00 a.m. and 4:30 p.m., Monday-Friday, and increase it in $1 increments. NOTE: This amount does not carry over to the next academic year and is not refundable.



TECHNICAL SUPPORT CENTER

If you have questions about technology on the MVNU campus, please contact tsc@mvnu.edu or (740) 397-9000, ext. 5555. Additional information regarding the Technical Support Center services can be obtained at http://helpdesk.mvnu.edu.

LOCAL COMPUTER REPAIRS AND SERVICES*

MVNU is responsible for the network into the dorms. If you are having network problems, call the Technical Support Center, ext. 5555. If you have problems with your personal computer, the Technical Support Center can try to help with trouble-shooting, but repair and service on your personal computer is your responsibility. The Motherboard can provide some services on a first come-first served basis. If you need faster response or your need is greater than the services provided by the Motherboard, please see the list below of businesses in Mount Vernon that offer computer supplies or repairs/services.

Repairs/Services:*

Big Ketch Computers	www.bigketch.com	(740) 392-7218
ECR Computers Inc.	www.ecr.net	(740) 392-9246
NFO Solutions	www.nfosolutions.com	(740) 392-4400

Supplies:*

Staples	1558 E Coshocton Avenue	(740) 392-2155
Wal-Mart	1575 Coshocton Avenue	(740) 392-3800

* This list is for information purposes and your convenience. MVNU does not endorse any of the businesses listed. This list is not comprehensive. Check the Mount Vernon telephone directory for additional computer service businesses.

THE RESIDENCE HALL NETWORK: RESNET

There are three important steps in getting your computer connected to the MVNU Resnet:

1. Be sure you meet the minimum hardware and software requirements (See the document titled "Bringing your own computer to the MVNU Resnet" on following pages).

2. You must "register" your computer before it can be used on the MVNU Resnet. This is done electronically during your certification process while in your residence. When you open an Internet browser, you will be redirected to the registration site. Follow the instructions to register your computer.

NOTE: Microsoft Security Essentials anti-virus is available for free at www.microsoft.com. Microsoft Office 2010 Professional for PC and Microsoft Office for Mac 2011 are available for a discounted price at the MVNU bookstore ($84.50).

RESNET ISSUES AND CHALLENGES

Because of the prevalence of computer viruses, you are expected to do the critical Windows and Mac security updates and to have anti-virus software on your computer. Computers that are known to be infected with worms, viruses, or other malware will be quarantined.

BRINGING YOUR OWN COMPUTER TO THE MVNU RESNET

Getting connected and staying connected to the MVNU network requires teamwork...

STUDENT ROLE AND RESPONSIBILITIES

Conform to MVNU's "Computer Regulations and Policies" highlighted below. The full regulations and policies are available at www.mvnu.edu/policies/ and are included in this handbook.

- Computer facilities/equipment are provided for instructional and administrative use to help the University more effectively fulfill its mission.
- All applicable laws apply in cyberspace, it is not a separate legal jurisdiction.
- Accounts are for students, faculty, staff, and administrators only.
- Accounts and networks are property of MVNU.
- Change passwords frequently. Do not give out your password.
- The Internet is a limited public resource. Excessive use will be restricted.
- Do not pass on email chain letters or download software that is not reputable.

ROLES AND RESPONSIBILITIES OF THE TEAMMATES

Information Technology Services

This MVNU department is responsible for providing the network access to the connection at the wall and all associated services (e.g. email, Internet, etc.)

The Motherboard

This student operated helpdesk is available to assist students with common connectivity problems and basic computer technical support. Their resources (tools, time, and expertise) are limited and therefore they do not accept responsibility for adverse effects. You can contact the Motherboard at motherboard@mvnu.edu or ext. 5555.

The Student

You are ultimately responsible for your computer. This includes meeting the absolute requirements, being available, and abiding by the "Computer Regulations and Policies."

ABSOLUTE REQUIREMENTS FOR PCS AND MACS (CONSULT YOUR COMPUTER PROFESSIONAL):

- 10BaseT Ethernet NIC with drivers installed and operational.
- Minimum 6 foot category-5 Ethernet patch cable available and tested.
- TCP/IP configured to use DHCP (recommendation to enable **only** TCP/IP protocol).
- Anti-virus software installed (any one of the following):
  - AVG (PC only)
  - McAfee
  - Sophos
  - Norton
  - TrendMicro
  - Microsoft Security Essentials
- Anti-virus configured to get daily updates.
- Exhaustive system scan for viruses (all files) confirms the system is clean.
- All Microsoft and Mac critical security patches applied (http://windowsupdate.microsoft.com and http://support.apple.com/kb/HT1338).

STRONG RECOMMENDATIONS FOR PCS AND MACS

- System scan for spyware, malware, and adware.
- Windows XP service pack 3 installed and software firewall enabled.
- If Windows Vista or Windows 7, software firewall enabled.
- Mac security patches applied.

ADVANCED PREPARATION

Before coming to MVNU, have a computer professional confirm that the Ethernet is functioning and configured correctly, that your Windows OS or Mac OS is security patched, and that you have anti-virus installed with a current download subscription.

NOTE: During move-in weekend and the first two weeks of the fall semester, Motherboard technicians will restrict their activities to basic connectivity and registration issues only.

EMAIL AND VOICE MAIL DISTRIBUTION GUIDELINES

The following guidelines have been established to make effective use of our voice mail and email systems. Although we encourage the use of electronic messaging, these technologies are vulnerable to forging and eavesdropping and therefore should be used (both sent and received) with discretion. ***Please note: Due to spam and worm messages that look like official technology communications, MVNU's Information Technology Department uses only the Technical Support Center (TSC) email account (tsc@mvnu.edu) and Technology Helpdesk web pages (http://helpdesk.mvnu.edu) to communicate technology problems to the campus community. Legitimate emails will come from the TSC account and contain a Technical Support Center signature at the bottom. If there is doubt on the legitimacy of a technology announcement, please contact the TSC at ext. 5555 or tsc@mvnu.edu to verify it.***

I. DISTRIBUTION TO ALL FACULTY AND STAFF, OR ALL FACULTY, STAFF AND TRADITIONAL STUDENTS

(initiated by faculty/staff)

A. For information about MVNU sponsored events:
   Send the text of the message to switchboard@mvnu.edu. All messages received by 9:00 a.m. will be compiled and sent via email that morning. Email messages received after 9:00 a.m. will be saved to be sent out the next workday morning via compiled email. Messages will only be sent via email once.
B. For meetings, campus policies and procedures, or other institutional purposes not identified above:
   Send the text of the message to the office of the appropriate senior administrator for approval and distribution.
C. For an emergency announcement: Send the text of the message to switchboard@mvnu.edu and request that a voice mail or email announcement be sent.
D. For a special prayer request: Send the text of the message to the Administrative Assistant of the University Chaplain.

NOTE: For personal happenings (births, weddings, thank you notes, etc.): Email the appropriate office with the text of the announcement for publication/distribution (faculty to the VP of Academic Affair's office and staff to communications@mvnu.edu).

II. DISTRIBUTION TO ALL TRADITIONAL STUDENTS *(initiated by faculty, staff, or students)*

A. For individual requests or SGA-sponsored events: Contact the Associate Dean for Student Development.
B. For non-SGA-sponsored events or announcements for traditional students:
   1. Send the text of the message to the organization's advisor.
   2. Upon approval, the advisor should send the text of the message to switchboard@mvnu.edu. All messages received by 9:00 a.m. will be compiled and sent via email that morning. Email messages received after 9:00 a.m. will be saved to be sent out the next workday morning via compiled email. Messages will only be sent via email once.
C. For a special prayer request: Send the text of the message to the Administrative Assistant of the University Chaplain.

IV. DISTRIBUTION TO OFFICIAL SUBGROUPS OF STUDENTS *(initiated by faculty, staff, or students)*

A. Appropriate business or academic email correspondence should be sent via a faculty/staff member (using the blind copy option).
B. Course related distribution lists established by a professor, may be used by faculty, staff or students for academic purposes.

IV. EXCEPTIONS

The Department of Institutional Research and Compliance directly sends out periodic surveys and information to different groups of the campus community for university related business.

COMPUTER REGULATIONS AND POLICIES

I. PURPOSES

Computer facilities and equipment at MVNU are provided for instructional and administrative use to help the University more effectively fulfill its mission to provide a Christian liberal arts education. The following policies are provided in order to assure that the University's significant investment in computing is used in accordance with this purpose.

These regulations and policies augment the official university Staff Handbook and Faculty Handbook (in particular section 2.12.2 Professional Ethics).

II. OWNERSHIP

Computer resources (as defined below in "III. Definitions") which were purchased by the University, are the exclusive property of the University and not the user's private property. U.S. case law has established that there is no reasonable expectation of privacy while using publically accessible or employer supplied computers.

III. DEFINITIONS

Computer Resources: These resources include, but are not limited to, the administrative computer, instructional technology equipment, web servers, mail servers, file/print servers, networks, network connections, wireless connections and devices, telephones and telecommunications systems, printers, scanners, computers and multi-user systems.

User: The person using the computer resources as defined above.

Owner: The person or entity that has provided the funds to purchase the computer resource. For the sake of these policies as they relate to Graduate and Professional Studies (GPS) laptops, GPS students who receive program supplied computers are considered owners, though they do not officially own the systems until they graduate.

IV. AUTHORIZED USERS

Computer resources are provided for the use of MVNU undergraduate students, graduate students, faculty, staff, and administrators. Limited access may be granted to other users on a limited time basis, based on established university procedures.

V. COMPUTER ACCOUNTS

A. Accounts are assigned for university related work. If there is reasonable suspicion of illegal or unethical activities, the University reserves the right to inspect its property. It is important to remember that the computer is not a secure environment for private material.
B. MVNU's Information Technology Services (ITS) department will assign accounts and activate them for authorized users.
C. Passwords must be kept private and should be given only to other MVNU employees on an as needed basis.
D. Use of a computer account by unauthorized persons is prohibited. If an authorized user's association with MVNU (as stated in IV) ends, all computer accounts assigned to that person are no longer valid and will be immediately disabled and eventually deleted. Accounts inactive for more than a calendar year may be deleted by authorized MVNU computing personnel. MVNU reserves the right to disable an account at any time.
E. Use of an MVNU computer account or login by anyone (including, but not limited to roommates, friends, relatives, or co-workers) other than the user to whom the account has been assigned is prohibited. Exceptions may be made in faculty/staff offices according to individually established office procedures created in that area.

VI. UNAUTHORIZED USES

A. General Policies

1. Use of a computer resource in violation of Mount Vernon Nazarene University regulations and policies, ethical standards, or mission is prohibited (Note also item X).
2. No person shall knowingly gain access to, or attempt to gain access to any computer resources without the consent of the owner of these resources, or other person authorized by the owner.
3. No person shall knowingly access, alter, delete, or destroy data, information, or programmatic instructions on computer resources without consent of the owner.
4. No person shall knowingly create or add a set of instructions, programmatic or otherwise into a

computer resource that will cause that resource to do anything unwanted by the owner. (Examples of 3 and 4 include, but are not limited to, computer "viruses", operating system or software upgrades)

5. Attempting to circumvent MVNU computer security, filtering, or printer accounting systems, or using MVNU computer systems or computer networks in attempting to circumvent these types of systems elsewhere is prohibited. (Note item X)
6. No person shall use a computer resource to eavesdrop on another user or to collect passwords or other authentication information.
7. No persons shall use a computer resource anonymously or use pseudonyms to attempt to escape from prosecution of laws or regulations, or otherwise to escape responsibility for their actions.
8. Use of MVNU computer resources, as defined in section III, for operating a for-profit or non-profit business or ministry entity is prohibited.
9. Information posted to public web-based forums must be consistent with university ethical standards, mission, privacy/confidentiality laws, campus regulations, and guidelines. Public forums include, but are not limited to blogs (e.g. Facebook, Xanga), wikis, and personal/corporate web pages. MVNU advises its constituents to limit specific personal information posted to these open forums for security and safety reasons.

B. Copyright and Legal Issues

1. For copyright purposes, there are three general classifications of software, each with different rules that govern one's ability to copy or use it legally.
   a. Fully copyright protected software includes all commercially sold programs and any other programs that contain a copyright notice. It also generally includes any software that contains no notice of any kind. Software that falls into either of the other two categories below will carry notices to that effect. Copyrighted software may not be copied, except for one backup copy to be made and maintained by the original owner. In addition, it may be used only by the person to whom it is licensed and may not be shared by several people. It is illegal to sell, give away or to use copies of copyrighted software which you did not buy from the author or the publisher.
   b. Shareware is software that has a copyright, but which the author has agreed may be freely distributed. It is legal to copy and give away this software, but if you choose to use it yourself, you must send a license fee to the author, whose name appears with the copyright notice. You must abide by the terms of the shareware agreement. For example, some shareware programs allow free use only for a specified period of time. When the free use time expires, you must either purchase the software or uninstall it.
   c. Public domain software (freeware) is that which has been released by its author for public ownership. This software may be freely copied, used, shared, or given away. It may not be sold for profit.
2. Copyright laws must be respected at MVNU. NOTE: The full copyright policy of MVNU can be found at http://www.mvnu.edu/policies
   a. Computer software or data, including but not limited to text, video, audio/music, or picture files, may not be copied or used in violation of the license agreement or copyright provisions.
   b. Unless specifically allowed by its owner and copyright, proprietary software must not be placed into public locations. Such locations include, but are not limited to, file servers, shared computer files or folders, and web servers.
3. Users must comply with all state, federal and international laws. These laws include, but are not limited to, laws of copyright, trademark (including items relating to MVNU), libel, privacy, obscenity and pornography.

C. Software Issues

1. No unauthorized person shall provide to anyone data containing passwords or computer software to produce that data.
2. The use of personally licensed software on university owned office and lab systems is discouraged. Any personally licensed software which is installed must be officially registered with the Network Computing office and a copy of its license sent to the Associate Director for Network Computing.

D. Physical Property Issues

1. MVNU computer resources may not be moved by an unauthorized person to another office, lab, dorm or elsewhere on or off campus. Mobile technologies (e.g. notebooks, tablet PCs, PDAs, cell phones) are the responsibility of the assigned user.

2. No unauthorized person shall knowingly connect, disconnect, tamper with, or make changes to any computer resource unless appropriate permission is granted by the owner.

E. Limitations

1. The University reserves the right to regulate the use of computer resources, including but not limited to, connection times, connection speeds, and filtering of content.
2. Wasteful or extravagant use of MVNU computer resources is prohibited. Extravagant use includes, but is not limited to peer-to-peer networking applications (e.g. KaZaA, Gnutella, Scour, BitTorrent, eDonkey, Ares, Limewire), network games (e.g. Half-Life, Doom, Battle.net, World of Warcraft), and applications capable of downloading large files (e.g. QuickTime, Real, WinMedia). The applications themselves are not prohibited or extravagant per se, but can be used in inappropriate and excessive ways. (Note also item VI.E.3)
3. Use of computer resources and facilities is limited to bona fide MVNU administrative, research, instructional, or limited personal purposes. Personal use or non-academic interests such as browsing recreational web sites, playing games, chat facilities, or sending personal e-mail is a lower priority, and is allowed so long as it does not displace or disrupt use for instructional, research, or administrative purposes. Use of office computer resources for personal purposes during work hours should be kept to a minimum and is subject to the supervisor's discretion

F. Network Security Issues

1. It is required that anyone attaching a computer system to the University network exercise due diligence in keeping their computers spyware/malware, worm and virus free. This includes, but is not limited to, computers owned by students in the residence halls, GPS students with university supplied laptops, and private systems owned by faculty and staff. Examples of measures for keeping a system spyware/malware, worm and virus free include, but are not limited to, keeping security patches from the appropriate operating system vendor up-to-date, installing virus protection and keeping its definitions updated, and utilizing safe practices in opening attachments in e-mail.
2. The University reserves the right to deny network access to any computer that is infected with a worm, virus, or any other software that negatively impacts the university network. In matters of priority, wholesale access to network resources may be denied in preference to mission critical applications.
3. Users that persistently spread worms or viruses and do not exercise due diligence in protecting against them may be subject to denial of access or monetary charges.

VII. E-MAIL AND TELEPHONE USES

A. Use of a computer resource or telephone in violation of Mount Vernon Nazarene University regulations and policies, ethical standards, or mission is prohibited. (Note also item X.)

B. General Policies

1. The e-mail system is the property of Mount Vernon Nazarene University and is provided for the purpose of carrying out the mission of the University. Assignment of an account and the selection of a private password does not entitle the user to privacy of e-mail messages. If there is reasonable suspicion of illegal or unethical activities, the University reserves the right to enter the e-mail system and review, copy, or delete any messages, and disclose such messages to the appropriate authorities.
2. The name portion of voice mail greetings must be the name of the user the voice mail box has been assigned to. The longer greeting portion of the voice mail greeting must be consistent with university ethical standards, regulations and guidelines.
3. Employees are to use the official e-mail disclaimer for any messages that contain confidential material. The text of the disclaimer is "This message is intended only for the named recipient(s) and may contain confidential material, the confidentiality of which must be maintained by the recipient(s) by not forwarding or disseminating without the permission of the sender. If you are not the intended recipient(s), you are notified that the dissemination, distribution or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at either the e-mail address or telephone number above and delete this e-mail from your computer immediately."
4. For reasons of security, privacy and reliability of delivery, students and employees are prohibited from auto-forwarding their MVNU e-mail to an off-campus provider.

C. Limitations

1. MVNU's ITS department reserves the right to manage e-mail storage. This includes, but is not limited t to, e-mail expiration/expunging based on the age or size of messages, regulating account size by means of quotas, and regulating mass e-mail distributions. Please refer to the document "E-mail Storage Management" for further details on quotas and expirations.
2. MVNU's ITS department reserves the right to manage voice mail storage. As such, any greetings or messages left on voice mail can be saved, deleted, moved, etc. at the discretion of and by MVNU authorized personnel.
3. Campus-wide distribution of e-mail is subject to the "E-mail and Voice Mail Distribution Guidelines", which defines acceptable distribution of messages to the campus community. Suspected violations of these distribution guidelines should be reported to the office of the alleged violator's responsible senior administrator.

D. Prohibited Activities

1. No person may send a message in such a way that it appears to be sent by another person.
2. No person shall provide a list of post office addresses, e-mail addresses, or phone numbers of campus students or employees to an outside agency without authorization by the University's Business Affairs Office.
3. The use of MVNU computer resources or telephones to harass or slander is prohibited.
4. Posting of information to electronic forums beyond their scope is prohibited. These forums include, but are not limited to, newsgroups, listservs, or electronic bulletin boards.
5. Originating or propagating correspondence that is unrelated to MVNU's institutional purpose and requesting that the message be forwarded to multiple unspecified users is prohibited. Examples of these messages include, but are not limited to, traditional chain letters, e-mail hoaxes, and solicitation for a pyramid plan.

VIII. MOUNT VERNON CAMPUS COMPUTER LAB USE

A. Use of a computer resource in violation of Mount Vernon Nazarene University regulations and policies, ethical standards, or mission is prohibited. (Note also item X.)
B. The computer lab environment is similar to that of a library--quiet work and subdued conversation.
C. Children and pets are not permitted in the computer labs.
D. Data or programs that are left on computer lab system hard drives will be automatically deleted on restart. Any data that is to be saved must be stored on removable media or network drives.
E. All computer sessions must be terminated before leaving the lab. The University reserves the right to terminate unattended sessions.
F. Drinking, eating, or loitering in the computer lab is prohibited.
G. Any lab or printing activity must be finished before lab closing time or the beginning of a scheduled class session in that lab. Computer labs will close at their scheduled time.
H. All persons must comply with the instructions given by the employee on duty in the computer lab.

IX. SECURITY AND PRIVACY

A. All users of MVNU's computer resources are required to abide by local, state and federal privacy legislation including, but not limited to, GLB, FERPA, HIPAA, etc. NOTE: additional policies relating to security and privacy can be found at http://www.mvnu.edu/policies.
B. It is the responsibility of the user to archive and delete any personal data or programs from university owned machines when the user's official relationship with the university is finished.
C. Users should exercise diligence in securing their own data and/or the data they have access to via their job responsibilities. Examples of this include, but are not limited to: logging out of computers when finished especially in public areas, "locking" their sessions when stepping away from the system for an extended period of time, not placing confidential information in non-restricted network areas, closing out all browsers when finished with authenticated web sessions such as using the administrative system, etc.

X. ENFORCEMENT

A. Suspected violations should be reported to the following: Graduate and Professional Studies student violations to the Associate Vice President of Graduate and Professional Programs, all other student violations to the Associate Dean of Student Development, staff violations to the Director of Human Resources, faculty violations to the Vice President for Academic Affairs. These individuals, with appropriate consultation, will determine if an investigation is warranted and initiate that investigation.

B. In addition to other sanctions, access to some or all computer resources may be revoked for a violation of the above regulations and policies, or any unlawful activity.

C. MVNU will aid law enforcement in the investigation and prosecution of any suspected illegal activity.

XI. EXCEPTIONS

Exceptions to these regulations and policies must be approved by the Vice President for Academic Affairs and the Vice President for Finance.

Some of the policies in this manual have been used fully or in part, with permission from the policy documents of the following Universities: Bowling Green State University, The University of Iowa, The Ohio State University

Approved by the Online Technology Committee April 14, 2011.