Use of the computing facilities at Carson-Newman College is a privilege available to sponsored guests/contractors of Carson-Newman College, subject to compliance with certain principles designed to assure that all users have reasonable access to the system and that the action of any one user will not adversely affect any aspect of the work of computer usage of another. In accepting this privilege, you are expected to abide by the following rules of conduct, and compliance as well as federal, state, and other university policies. Guests/contractors will be allowed secured, and monitored, access to both wired and wireless networks. Guests/contractors will not be given a C-N email account without approval of the Executive Council.

**Purpose and Use of Resources**

1. Academic use is the primary purpose of the Information Technology resources, including the Internet connection, and always has priority over any other use.
2. Recreational use of the college’s internet connection (such as radio streaming, downloading audio/video files for recreational use, etc.) may be limited or restricted during peak hours.
3. Commercial use of the campus system is not allowed.
4. You are expected to be a responsible user of computing resources.
5. Each guest user is given authentication access to the network. No printing, data storage or email will be provided without approval of the Executive Council. Should this access be given the guest user will abide by all C-N data storage and email policies.
6. Unauthorized installation of software on any C-N computer is prohibited.

**Information Security**

1. Your account is solely for your own use. Activity on your account is your responsibility. You are accountable for any activity such as email, document production, uploading or downloading of material done by use of your computer account authentication.
2. You are NOT to share your user name or password with ANYONE, nor attempt to acquire or use another user’s account or password. Be sure to always log off.
the Carson-Newman network after finishing a computing session in order to protect your account from being accessed by others.

3. If it is suspected that a user account is being used by someone other than the user to whom it was assigned, access to the account may be revoked without warning.

4. Personal computers and mobile computing devices connected to the C-N network are required to install an updated anti-virus program. Additionally, operating system updates must be installed. The guest user agrees to install any security application required to access the C-N network on-campus. See the Carson-Newman Mobile Device Policy for greater detail.

Inappropriate Use

1. Internet usage is both monitored and logged. You may not use or attempt to use C-N computer resources for purposes clearly outside the scope of the college’s Christian standards and mission statement, such as accessing inappropriate Internet sites. Occasionally Internet sites will be blocked that should not be. If this happens please notify Information Technology. Access of offensive material of any kind is prohibited.

2. Altering, forging, or artificially creating any electronic information contained in an electronic file in order to falsify or remove identification information is prohibited.

Legal Issues

1. It is your ethical and legal responsibility to comply with all laws, including copyright laws, as you use the college computer system.

2. Software packages installed on the network are governed by the copyright laws and agreements held by C-N. You may NOT copy software installed on the C-N network by Information Technology without written permission from Information Technology. The unauthorized installation or duplication of materials or software which is licensed or protected by copyright is prohibited.

3. Peer to Peer (P2P) file sharing (Kaaza, Kazaa, Napster, Gnutella, LimeWire, BitTorrent etc.) is a recreational use which consumes computer resources and is frequently in violation of copyright laws. P2P is not permitted on the C-N network.

4. Tunneling or other processes that attempt to circumvent standard methods of data transfer are not permitted.

5. Personal wireless access points are not allowed. Network hubs or other types of network devices not approved by Information Technology are not allowed. No type of packet capturing software is allowed.

Disciplinary Sanctions
1. Violations or suspected violations of Carson-Newman's computer use policy or other applicable rules will be investigated by the Information Technology or other individuals as appropriate. The college reserves the right to take immediate actions deemed necessary to safeguard the security of the system and/or the accounts and files stored thereon.

2. Any person who misuses the computer system or college-owned computer equipment will normally be denied access to and use of the system and its resources. Other disciplinary sanctions which may be imposed include, among others:
   - Loss of a computer account and/or network/Internet access
   - Legal prosecution for the imposition of civil or criminal penalties.

The college will cooperate with civil authorities in the investigation and prosecution of crimes involving campus computer systems.
CONTRACTOR ELECTRONIC INFORMATION ACCESS AGREEMENT

First Name: _______________________  Last Name: __________________________

Company Name: __________________________________________________________

Company Address: ______________________________________________________

______________________________________________________________________

Company Telephone Number: _____________________

Personal Contact Telephone Number: ________________________

I agree to abide by the Information Technology Resource Usage Policy – Guests and Contractors. I understand that the use of Carson-Newman owned information technology resources, including but not limited to, electronic equipment, Internet/Intranet, computer, network resources is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the Carson-Newman network system. All systems are subject to monitoring and review without notice; and I consent to the monitoring and review of all aspects of my use of the systems. I further acknowledge that I understand that any conduct that is in conflict with the Resource Usage Policy is inappropriate and may result in termination of my access to the Internet (and email if granted), disciplinary action and/or legal action.

I understand that Carson-Newman makes no assurances of any kind, whether expressed or implied, regarding any information technology resource.

Signature: _________________________________________  Date: ______________

Print Name: ____________________________________________________________