

1.0 Overview

Access to computer systems and networks owned or operated by Capital University is granted to Capital University community members in good standing including: students, faculty, staff, contractors, Board of Trustees members, emeriti, and approved guests, to promote legitimate educational, research and administrative efforts in keeping with the role of Capital University as an institution of higher education. This access is a privilege, not a right, imposes certain responsibilities and obligations, and is subject to University policies and local, state, and federal laws.

In order to access Capital University's information systems (Network/E-mail, Blackboard, WebAdvisor, Administrative systems, inside.capital.edu, CapPoint, Voicemail, and other systems), students and employees are issued computer user accounts based on their role(s) with the institution. Multiple user accounts may be created as needed based on the person's role.

2.0 Purpose

The purpose of this policy is to define who is permitted to hold university computer system and network user accounts. Appropriate use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. Users are expected to demonstrate respect for: intellectual property including copyright, trademark, and applicable licenses; security and ownership of data; system security mechanisms; and individuals' rights to privacy and freedom from intimidation, harassment and unwarranted annoyance per the Capital University Acceptable Use Policy for guidelines on use of your account.

3.0 Scope

The scope of this policy includes user accounts for all university-owned, leased, and/or operated computer and network systems.

4.0 Policy

4.1 Eligibility

All current Capital University students, faculty, staff, contractors, Board of Trustees members, emeriti, and approved guests in good standing are eligible to have Capital University accounts based on role. This does not include students of other institutions using Capital's facilities or anyone auditing Capital classes. Alumni are offered continued email and other services through the Capital Alumni Online Community, or other alumni offered systems, which are managed by the Alumni Relations Office.

The Office of Information Technology (IT) creates network and e-mail accounts on request; a person's relationship to the University determines how the request is made.

All User Accounts are subject to the Capital University Acceptable Use Policy (AUP). Account holders who do not agree to abide by the terms and conditions of the AUP will not be granted continued access.

4.2 Account Duration, Deactivation and Deletion

Users' accounts remain active as long as their status with the university is in good standing. Nonstudent user accounts are subject to deactivation immediately upon termination of the account holder's official affiliation with the university. Special exceptions must be approved and arranged by IT in advance. Upon approved request, Emeriti are granted continued access after their official employment with the university has terminated.

Student accounts remain active while the student remains registered for courses with the university or is on approved leave of absence through the Office of the Registrar; auditing a course does not provide user account eligibility.

Upon graduation, student email accounts will remain active for a ninety (90) day grace period. Students who have not graduated, have not gone on official leave of absence, or have not registered for a course within one academic semester, are no longer eligible for a user account and their accounts will be terminated.

5.0 Enforcement

Violation of this policy may result in disciplinary action consistent with the Acceptable Use Policy and other University policies, including provisions in relevant handbooks (student, faculty, administrator, and support staff).

6.0 Definitions

Terms

Administrative Systems

Definitions

Multiple systems are maintained to provide services for the administration of the university including student information system, financial system, fund-raising, facilities management, reporting systems, etc.

Blackboard

Blackboard is the university Learning Management System (LMS)

CapPoint

CapPoint is the university collaboration portal based on the Microsoft SharePoint platform. Departments may request a CapPoint site for sharing documents, team discussions, department calendars, and other SharePoint features.

inside.capital.edu

inside.capital.edu is a service-oriented Web site tailored for the campus community, not external visitors. In addition to quick access to e-mail, WebAdvisor, and Blackboard, the portal displays news, announcements, forums, and links that have been customized for each type of client: faculty, student and staff.

WebAdvisor

WebAdvisor is the university web portal for access to the university administrative system, Colleague. Types of use include registering for courses, viewing grades, viewing pay advices, and other services.

7.0 Revision History

May 27, 2008 Draft Approved by IT and submitted to Legal for review.

June 2, 2008 Comments received from legal.

June 3, 2008 Approved by President's Cabinet pending update on access to Blackboard when auditing a course.