

also gives them access to academic buildings, selected computer labs, and residence halls after hours.

Even though an ID Card should work effectively for at least two years, they do occasionally malfunction and require replacement. Cards that are not scanning properly will be retrieved by College staff and must be replaced. Students will be given a note to obtain their next meal or obtain convocation credit while a replacement card is being prepared by the IT Center. In the event the identification card is misplaced, a student should immediately notify the HelpDesk. The IT Center will deactivate the card to prevent unauthorized use and provide a replacement card. There is no cost to a student for the first replacement ID card. Subsequent cards cost \$5 each.

For more information, see Eagle ID Card Use and Policy on page 30.

STUDENT PC PURCHASE PROGRAM

The IT Center offers a computer purchase program that provides various options of high-quality, reasonably priced personal computer systems to its students, faculty, and staff. Peripheral devices such as printers and scanners are also offered. This program is offered to assist students in obtaining and configuring a network-ready system that will connect directly to the Ethernet port in the residence halls. This program is offered as a service with enhanced features of support while the student is enrolled at the College.

HELPDESK

The IT Center provides a HelpDesk to respond to students, faculty, and staff members who need assistance with information technology problems. To reach the HelpDesk, send email to help@bridgewater.edu or call HELP (**on-campus only** x.4357) from any campus telephone. The HelpDesk is staffed Monday – Friday from 8:00 a.m. – 4:30 p.m., and is physically located in Bowman Hall, Room 200.

ONLINE INFORMATION SYSTEM (OIS)

In addition to general web services for the Internet, Bridgewater College maintains an Intranet site, which provides students with personal information such as course registrations and grades. This site requires a PIN number for access and can only be utilized from an on-campus PC. To request a PIN, visit <http://www.bridgewater.edu/ois>, enter your user name and password, then follow the directions.

ACCEPTABLE USE GUIDELINES

Access to computer systems and networks owned or operated by Bridgewater College is a privilege, not a right, and entails adherence to College policies, the Honor Code, and federal, state, and local laws. Acceptable use requires responsible and ethical behavior with respect for intellectual property, ownership of data, system security, and individuals' rights to privacy. Intimidation, harassment, and unwarranted annoyance of others over the network are not permitted.

- Use computer resources for authorized purposes only.

- Do not share your user ID and password with others. You are responsible for all activities that occur from your user ID. Each individual should obtain his or her own user ID and password.
- Do not attempt to circumvent or otherwise subvert system and network security measures.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Do not make copies of copyrighted software for personal use.
- Do not store or transmit illegal software using Bridgewater's computer systems.
- Do not engage in activity that may in any way be harmful to computer systems, hardware, or software. This includes propagating viruses, disrupting services, and damaging files.
- Be considerate in your use of shared resources. Do not monopolize or overload the computer systems. In addition, access priority is given to individuals needing to complete academic assignments.
- Do not use the College systems and networks for commercial or political purposes, such as using electronic mail to circulate advertisements for products or for political candidates. This includes moneymaking activities for personal gain.
- Do not use mail or messaging services to harass, intimidate, or otherwise annoy another person. For example, chain letters using electronic mail are prohibited.
- Do not take part in any activity that does not comply with the acceptable use guidelines. All computer use must conform to the spirit of these guidelines.
- Do not obtain access to the files or electronic mail of others unless authorized.

Bridgewater College considers violations of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action including revocation of computer privileges. Serious offenders may also be prosecuted under federal, state, and local laws.

POLICIES FOR WORLD WIDE WEB CONTENT

Bridgewater College provides World Wide Web (WWW) publishing facilities to its faculty, staff, and students. This should be considered a privilege, not a right, and may be revoked at any time. WWW publishing at Bridgewater College is governed by the College's Acceptable Use Guidelines (see page 69) and should conform to the following items.

- Published content may not contain pornographic, slanderous, or blatantly offensive material.
- Content providers must abide by established copyright laws when publishing material. You should not include any copyrighted works without express written consent of the author.