

# Faculty/Staff Acceptable Use Policy



## Glossary of Terms:

PII: Personally Identifiable information. For example, Social Security Numbers, Date of Birth, home address.

Security Incidents: Suspicious link, losing a company device, etc.

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**Encryption:** The process of encoding information. This process converts the original representation of the information, known as plaintext, into an alternative form known as ciphertext. Ideally, only authorized parties can decipher a ciphertext back to plaintext and access the original information. Encryption does not itself prevent interference but denies the intelligible content to a would-be interceptor.

**Data:** Information stored in an electronic format.

**Endicott owned information systems:** All data systems owned and controlled by Endicott College or created on Endicott College owned property. Examples include but are not limited to emails, chat logs or text messages sent on or to Endicott college owned equipment or systems.

## Purpose

The purpose of this policy is to outline the acceptable use of all technology and systems, including hardware, software and data at Endicott College (Endicott). This policy serves to protect both the employees and Endicott by helping to ensure the protection of information systems, including the confidentiality, integrity, and availability of Endicott data.

## Scope

This policy applies to all Endicott Administration, Faculty, Staff, and any third parties, contractors, temporary or part-time employees, and any other personnel that have a legitimate need to access information systems owned or operated by Endicott College.

## Roles and Responsibilities

**President's Council** - Responsible for making a final review and approval of this policy.

**Chief Information Officer** – Responsible for reviewing and approving this policy prior to President's Council. The CIO should report all relevant compliance-related activities pertaining to this policy to President's Council.

**Human Resources** – Responsible for ensuring all employees are made aware of this policy. Human Resources should maintain records of employee acknowledgement.

**Information Technology:** Responsible for training employees on any aspects of this policy where such is required.

## Policy

### Acceptable Use

All Endicott College technology systems are restricted to use for approved College purposes only and may be monitored



