

This is a Nicholls State University computer system. This computer system, including all related equipment, networks and network devices are provided only for authorized University use.

Computer and Network Policy

This document sets forth the University's policy with regard to access to and use of computing and network resources by faculty and staff. It is intended to apply to any computing or network resource owned, operated, or otherwise provided to users by Nicholls State University.

Computer and network users at Nicholls State University are responsible for knowing this information on the proper, ethical, and legal use of computing and network resources provided by the University.

This policy does not preclude enforcement under the laws and regulations of federal, state and local authorities.

The University reserves the right to change this policy in response to altered or unanticipated circumstances.

Any questions concerning computing or network policies at Nicholls State University which are not resolved by this document should be directed to the Associate Provost or the Director of University Computer Services.

Only persons properly authorized may access the Nicholls State University network or computer facilities. Proper authorization is provided by authorized staff in the form of an account issued in the name of the authorized person. Accounts are only issued to individual, not to organizations, departments or other groups of people.

All faculty and staff are eligible for e-mail accounts; however their data must be correctly entered into the Human Resources system before their account can be issued, as computer support staff depend upon the Human Resources system to verify initial eligibility for an account, to obtain a unique, permanent ID for a user, and to learn of any change of status which signals that an account should be removed.

A change in active status from the Human Resources system will result in termination of the account. User accounts for academic and staff personnel will be terminated when the employee no longer has an active assignment within the University community. Typically such removals result from employees who resign or are terminated. All dormant accounts, not logged in to the system for more than six (6) months will be deleted.

Administrative, faculty, and staff user accounts are governed by the department/unit to which the employee is assigned. This includes access to secure screens within the SCT modules. When an association with the department ends, that account will no longer be valid and will be terminated.

Human Resources is responsible for notifying University Computer Services when an employee terminates employment or moves to another job assignment outside the department/unit. All Nicholls State University employees are eligible for computer accounts.

Employee accounts provide access to network and computer system resources.

A password will be assigned with every username. This password must be changed the first time a user completes a successful log on. The system requires that passwords are changed every six months. It is the responsibility of the user to change his password when requested by the computer system. If an employee loses or forgets their password, he must contact University Computer Services to have their password reset.

Nicholls State University provides e-mail software to all employees. This is the only sanctioned software that will be supported by University Computer Services.

Email limits are 75mb. Any user account consistently over this limit (over 200mb) will be flagged; the user notified and advised to reduce their account size to acceptable levels. If the account is not at acceptable levels within a five day period, the account will be deleted.

Penalties may include loss of access, either temporary or permanent, to Nicholls State University computing systems and networks. This does not preclude enforcement under any applicable local, state, and federal laws.