

Campus Technology

Certain standards of performance and conduct are expected from Hope College employees when using College owned computers, telephones, and other electronic equipment. The College has no tolerance for use of College resources, including technology, for pornography and violators of this will be subject to discipline action, up to and including immediate termination.

Phone Use: Employees are encouraged to keep personal telephone calls to a minimum. In the event personal long distance calls are made, employees are required to appropriately reimburse the College. Payment for personal calls can be made at the Hope College Business Services Office in the Anderson-Werkman Financial Center.

Network Use: Employees are encouraged to use the College network resources for College business only. In the event that network use is deemed inappropriate, employees may be subject to disciplinary action that may include (but is not limited to) oral or written reprimand, probation, suspension without pay and/or benefits, demotion, and/or discharge. The appropriateness of the penalty in each case shall be determined by the College. Network use by non-employees, including family members is prohibited. Employees are encouraged to use an Internet Service Provider other than the College for all non-business use. C.I.T. maintains a list of recommended service providers.

E-mail Names: While C.I.T. strives to honor the wishes of employees in selecting e-mail name and addresses, it is the sole discretion of C.I.T. to determine these names and addresses.