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2.17 Computers, Cell Phones and Other Electronic Devices

Saint Mary's College of California

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2.17 Computers, Cell Phones and Other Electronic Devices

Saint Mary's provides access to electronic information and computing resources for students, Christian Brothers, faculty and staff. The College has developed a comprehensive policy on these issues, entitled "Technology Use Policy," which is included as appendix A to this Handbook. Each employee is expected to be familiar with, and must abide by, this Policy.

Note in particular that personal information and messages relayed and/or stored in these systems are subject to restrictions placed upon College-related information and messages. *Employees and students should not have expectations of privacy concerning any communications using College equipment.*

The College's technology resources may not be used for commercial ventures, political causes, outside organizations unrelated to the employee's employment at the College, or other non-job related solicitations. Furthermore, those resources are not to be used to create, access or transmit offensive or disruptive messages, including messages of a sexual nature or derogatory comments about age, race, sexual orientation, gender, religious or political beliefs, national origin or disability. Employees are expected to reimburse the College for personal use of College equipment such as cell phones.

Cellular phones, PDA's, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any College-owned, controlled or operated facility. This includes the use of cellular devices with photographic capabilities. Utilizing these devices for the purpose of photographing individuals in secured and/or private areas including but not limited to lavatories, dressing rooms or locker rooms, or other forms of illegal activity is

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prohibited. Taking photographs of any individual without his/her prior consent is prohibited. Employees are asked to be sensitive to their environment and courteous to those around them when using this equipment.

Any questions related to this Policy should be directed to the College's Chief Technology Officer.