

# Kenyon

## Acceptable Use Policy

Kenyon College Acceptable Use Policy (AUP) for computing and network resources.

*Updated: July 1, 2025*

### Overview

Kenyon College provides access to computing and network resources to support academic achievement, administrative functions, research and community engagement. Access to these systems is a privilege, not a right, and comes with responsibilities to use them ethically, legally, and in a way that supports the College's mission.

This policy applies to all users of Kenyon's computing infrastructure, including students, faculty, staff and authorized guests.

### 1. Authorized Use

- You may only access Kenyon computing systems using your assigned credentials. Sharing or using someone else's account is prohibited.
- You are responsible for all activities conducted under your account. If you suspect unauthorized access, notify the Helpline immediately.

- Users are granted access to computing resources free of charge for academic and administrative use. Charges may apply for consumables (e.g., printer paper) or access to commercial services.
- Acceptable Use: College email is primarily intended for professional communication related to your job responsibilities or your student work. Appropriate use includes:
  - Collaborating with coworkers and team members on work-related matters;
  - Collaborating or communicating with other students, faculty or Kenyon staff members on topics related to a student's academic or extracurricular activities;
  - Communicating with students, alumni, community partners, and others about College business;
  - Engaging in academic research, scholarship and artistic production;
  - Coordinating meetings, setting agendas and sharing documents;
  - Registering for tools or accounts needed to complete your job tasks or to fulfill your academic responsibilities (using Kenyon credentials).
- Personal Use: While Kenyon recognizes that occasional personal use of email is inevitable, that use should be (a) infrequent and incidental; (b) not interfere with work responsibilities (for employees); and (c) not involve any inappropriate content or activities. If you are unsure as to whether a particular use is appropriate, please check with a member of the IT staff, your supervisor (for employees) or the dean of students (for students).

## 2. Data Storage and Bandwidth

- Students receive a limited amount of storage on Kenyon's network intended for academic use only.
- To maintain equitable access, Kenyon may limit bandwidth for non-academic activities such as online gaming, video streaming, or peer-to-peer file sharing.

## 3. Prohibited Activities

The following actions are strictly prohibited:

- **Account Misuse:** Using another person's account or allowing others to use yours, or using false identities or impersonating others.
- **Unauthorized Access:** Attempting to access, alter or damage data, systems or accounts that you are not explicitly permitted to use.
- **Content Limitations:** Transmitting, soliciting, viewing or storing offensive, discriminatory, or sexually explicit content.
- **Harassment:** Sending or posting content that intimidates, harasses, threatens or otherwise violates College policy.
- **Commercial Use:** Using College resources for personal profit or unauthorized business activity.
- **Invasion of Privacy:** Accessing, copying, modifying or sharing confidential records, communications, or data without authorization.
- **Personal Use:** Subscribing to personal newsletters, shopping sites or entertainment services, or engaging in political or religious campaigning.

- **Resource Waste:** Overconsumption of network bandwidth, printer materials, or lab resources in ways that disrupt others' use.
- **Illegal Downloads:** Possession or distribution of pirated software, music or video files is strictly forbidden and may violate federal law.

## **4. Privacy**

Kenyon College reserves the right to monitor, access, and disclose data stored or transmitted on its systems in accordance with applicable laws and College policies. Users should not expect complete privacy when using College-provided devices, networks, or accounts. This includes, but is not limited to, emails, documents, web activity and file storage.

Monitoring may be conducted for purposes such as:

- Ensuring system integrity and security
- Investigating policy violations
- Complying with legal obligations

## **5. Policy Violations and Consequences**

Violations of this policy may result in:

- Temporary or permanent suspension of access to computing resources
- Disciplinary action through student conduct or human resources procedures
- Civil or criminal penalties, where applicable

Repeated or severe violations will be referred to the dean of students or the appropriate administrative office.

## 6. Questions and Updates

Questions about this policy can be directed to the College's IT department. This policy may be updated to reflect changes in technology or law; users are expected to review and comply with the most recent version.

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**Kenyon**

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