

## **Academic Computing**

### ***Faculty Computer Acquisition***

Full-time faculty are eligible to receive a notebook/tablet computer on a four-year refresh cycle. New faculty members are required to attend a campus computer resources orientation upon receiving their computer.

Part-time faculty must consult with the Chairperson of the respective Division to determine the need for full- or part-time use of a notebook/tablet computer. The Division Chairperson will contact the Chief Information Officer once a determination has been made. All requests will be honored based on availability of notebook/tablet computers.

### ***Return of Computer Equipment***

Notebook/tablet computers are property of the University and must be returned to the University if the faculty member subsequently leaves the university. Failure to return equipment upon separation from the University, or as requested, will incur liability not limited to a payroll deduction for the cost of the replacement.

### ***Computer Network Policy***

The University computer network is used daily by MSU faculty, staff and students. The network contains resources for all its users. Any attempt by an individual to tamper with the MSU network or MSU network resources will result in the loss of computer privileges and the individual will be subject to disciplinary action. Furthermore, improper usage may result in legal action. Refer to the North Dakota University System Procedure: [1901.2 – Computer and Network Usage](#) for further North Dakota University System computer policies.

### ***Computer Network Resources***

The MSU computer network is designed to provide faculty, staff and students with academic and administrative computer resources. A few of the main resources are as follows:

1. SharePoint / MyMSU portal: a web based campus portal that provides common technology resources to all faculty, staff and students. These resources are available when connected to the campus network or from a distance.
2. Learning Management System: MSU currently uses Blackboard for course supplemental materials and on-line courses. The LMS is assessable through the Mayville State University homepage or MyMSU portal: A course shell (presence) is created for all MSU courses each semester within the LMS. Also, course syllabi are placed in the course shell, all other materials to be placed in the LMS are the responsibility of the faculty member.
3. E-mail: Policy M1901.3 on the University's e-mail system (approved by the Presidents' Cabinet, March 2004)

- a. Mayville State University considers the university's e-mail system, e.g. employee's or student's "[username@mayvillestate.edu](mailto:username@mayvillestate.edu)" (the MSU email naming convention) along with the United States Postal Service, an official means of communication.
  - b. The university will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by a college administrator, staff, or faculty delivered to an employee's or a student's university e-mail account. It is recommended that employees and students frequently access their university assigned e-mail account for official information.
  - c. Individuals may choose to have their @mayvillestate.edu e-mail account forwarded to an off-campus account. Such individuals, however, are responsible for managing their disk quota such that there is room for new mail to arrive and for forwarding their Mayville State University e-mail account to a functioning alternative e-mail address.
  - d. The University is not responsible for delivery problems to non-official e-mail accounts.
4. Networked printer resources: MSU provides networked printers and copiers throughout the campus for faculty, staff and students. The printers are strategically located to provide convenient printer resources. Only networked printers are supported by ITS. All non-networked printers are the responsibility of the respective faculty member or Division.

### *Service Desk*

Information Technology Services will assist the MSU faculty, staff and students with standardized computer software and hardware. ITS will provide prompt and courteous service to MSU faculty, staff and students. The ITS Service Desk reserves the right to prioritize job requests in the following manner:

1. A request will take priority if the request will have an immediate impact on the life of the University.
2. A request will take priority if the request will have an immediate impact on the education of University students.

Information Technology Services will repair equipment with good intent. The ITS Help Desk is not responsible for further damage or loss of data in attempting to restore a computer to good working order. Comments regarding Service Desk services should be submitted to the Chief Information Officer (CIO).

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