

Information Technology

Information Technology (IT) office currently provides service to the various departments through an active directory network, local area network connectivity, OKEY support, multimedia classrooms, software consulting and testing and desktop computing.

Located on the first floor of the Learning Resource Center (Room 102), the Technical Support Center(TSC) is available Monday - Thursday, 8:00 a.m. - 7:00 p.m, Friday 9:00 a.m. - 5:00 p.m. The TSC phone number is 405-945-6767 and the online request form is located at <https://osuokc.edu/it/request>

Center for Teaching & Learning Excellence (CTLE)

CTLE is a central resource for faculty providing curriculum design and instruction, digital media, video production, captioning instructional technology training and support, distance learning and online classroom support. This department also offer teaching and learning resources and faculty development training.

Appropriate Computer Use

As an institution of higher learning, OSU-Oklahoma City encourages, supports and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines.

Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom while protecting the rights of others. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Usage of these facilities is a privilege rather than a right. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the internet.

OSU-Oklahoma City reserves the right to limit, restrict or extend computing privileges and access to its information resources. Users are responsible for their own computer accounts and the usage thereof. Users will be subject to disciplinary action, including termination and/or loss of privileges for misuse of computers or computing systems under their control. Anyone who accesses, uses, destroys, alters or damages University information resources, properties or facilities without authorization may be guilty of violating state and federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this policy to disciplinary action by the University, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

Appropriate Use of Electronic Mail

As with other University resources, e-mail is appropriately used for purposes that further the goals of the University. Individuals may not use e-mail for entrepreneurial activities except in cases of University-sanctioned activities. Specifically prohibited is the selling of access to the internet by any member of the University. No one shall be added to an e-mail listing for other than official University business without his or her consent. Mailing lists may be used only for their intended purposes.

All materials sent by campus e-mail must be attributed to the individual, office or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual.



General Policy Statements

It is the intent of OSU-Oklahoma City to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that universities place high value on open communication of ideas, including those new and controversial, the intention of the University is to maximize freedom of communication for purposes that further the goals of the University.

All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation.

Objectionable Material, Violations, and Sanctions

- The University cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Employees of the University community are expected to demonstrate good taste and sensitivity to others in their communications.
- It is a violation of this policy to use e-mail to libel, harass or threaten other individuals.
- Users of campus communications are subject to local, state and federal laws and regulations and applicable Oklahoma State University policies and procedures. Users must comply with copyright laws.

Reference is made to [Oklahoma State University Policy and Procedures Appropriate Computer Use Policy, 3-0601](#) as a source of information and clarification.