

Title: Telecommunications Policy

Approved Date: 8/1/2003

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Description: Framework for telecommunication policies

1. Telecommunications

1.1. Resources:

Olivet's Department of Information Technology provides one telephone for each residential room on campus. These phones are proprietary, meaning they will only work on our telephone system. Other phones or computer modems will not work and could be damaged if plugged into the phone jack. Accordingly, Olivet provides lines, jacks, phones, and cords. Information Technology will also provide technical service to maintain this equipment.

1.2. Services:

Each residential student is provided with their own individual direct dial telephone number with an associated voice-mail box for the duration of their stay at Olivet. The voice-mail system allows for an online directory to Olivet phone numbers by dialing 1411 from on campus. A printed University Telephone Directory is available near the end of September of each year. Off-campus students are intended to be included in the printed directory. Off-campus students are responsible for having their correct and current local phone number in the student database. Call the Registrar at 815-939-5201

Students should activate their voice-mail by inserting a seven digit password and recording their name. A recorded greeting is optional. Students may use their room phones for local (8 mile radius) and campus calling without a monthly charge.

Olivet provides room locator information to the E911 emergency services system.

1.3. Use:

It is the policy of Olivet that telephone service is not to be used in a harassing or threatening manner. Campus Telecommunications will trace all such activity. The results of the trace will be given to the Office of Public Safety and the Office of Student Development or the Office of Human Resources.

Olivet reserves the right to monitor and remove any inappropriate greeting placed in the voice mail system. Individual voice-mail service may be removed if used inappropriately. Olivet reserves the right to deactivate phone service from a room if improper use of equipment or service persists.