PolyCard Guidelines

Who is eligible to receive a PolyCard?

PolyCards are issued to current faculty, staff, students and emeriti. Anyone that does not have an active role mentioned above is ineligible to receive a PolyCard. Examples include affiliated persons (e.g. CPC casual, contractors, visiting faculty, volunteers, etc.); students currently in the application/entry process; faculty and staff not currently employed by Cal Poly.

Authorized Use

PolyCards are the property of Cal Poly, not the individual cardholder, and the University governs all uses of the PolyCard. The PolyCard itself is non-transferable. It must be presented or surrendered to campus authorities, including PolyCard Services, upon demand. Unauthorized use, sharing, alteration or duplication for fraudulent purposes will result in immediate confiscation of the card and may result in disciplinary or legal action.

Use of the PolyCard for campus services must be reviewed and approved by Information Technology Services and other appropriate campus authorities using established procedures. Unauthorized use constitutes a violation of this policy.

Approved uses of the PolyCard must conform to all applicable laws and policies. This includes but is not limited to Cal Poly’s Information Security Program, Information Technology Resource Responsible Use Policy, Confidentiality-Security Agreements, and the Use and Release of Student Information Policy.

The PolyCard Services will issue one active PolyCard to each authorized user for use during their tenure at Cal Poly. The issue of the one active PolyCard will be based upon the individual's primary affiliation with the University. The name appearing on the PolyCard will be the cardholder's official name of record with the university.

PolyCards become invalid upon the termination of affiliation with the university and must be surrendered upon request. The PolyCard is not to be retained for equipment checkout and must remain in the possession of the cardholder.

Photos of users who do not appear on current enrollment or employment records will be marked for deletion, generally within 90 days of the individual leaving the university.

Lost or Stolen PolyCards

A lost or stolen PolyCard can be deactivated and will no longer function electronically. If you find someone else's card, contact the ITS Service Desk. The cost of a replacement PolyCard is $5 and payment must be made via Campus Express.

Faded and Worn Out PolyCards

If your PolyCard is worn out from normal use, go to Get a PolyCard under Replacement PolyCard follow the instructions. For the replacement reason use "faded" or "worn out".

Privacy

Your photo will be used to create your PolyCard. Its uses will be subject to the campus Information Technology Resources Responsible Use Policy and Policy on Release of Student Information. For more information, see Security Policies.

Students

In accordance with the Family Education Rights and Privacy Act (FERPA), your photograph is part of your educational record. As directory information, it can be released to campus officials, e.g. instructors and University Police, for educationally related and university purposes. The university will not release your photograph outside the institution unless permitted or required by law.

Faculty, Staff, Foundation, ASI, and Others

Your photograph is protected by the Information Practices Act and will not be released unless permitted or required by law.

Data collected and stored electronically in conjunction with the uses of the PolyCard is subject to the same restrictions and guidelines noted above. While PolyCard Services does not track individual card use, it may provide general demographic data to campus service providers on the use of their services.