

The mission of the MassBay Community College **ONE CARD** office is to provide superior and comprehensive service to all users of the card system and to deliver to the campus community a system that allows for effective and efficient access to campus services and facilities using the **ONE CARD**. It is our goal to continue to improve current services by listening to our customers and providing new services by continuously researching new applications and technologies.

Eligibility

Active Employees and Students who are currently enrolled in at least one credited course are eligible to receive a **ONE CARD**. These individuals are required to have their photo taken by the ONECard Office.

In compliance with the U.S.A. Patriot Act, all potential cardholders must present an unexpired photo ID (driver license, state ID, passport, or other government issued ID) at the time the photo is taken. Additionally, students will be required to show proof of enrollment to pick up card or receive a replacement.

Photo Image Capture Policy

In compliance with the U.S.A. Patriot Act, all potential cardholders must present an unexpired photo ID (driver license, state ID, passport, or other government issued ID) at the time the photo is taken. The **ONE CARD** identifies the cardholder as a student or employee of the College; proof of registration may be required. Refusal to comply with any or all of these conditions will result in a ID photo not being taken and a **ONE CARD** not being issued.

1. The captured photo-image must be a straightforward view.
2. All of the customer's facial features (eyes, nose, mouth, cheeks, etc.) must be visible.
3. The photo-image must provide a clear view of the face as a whole. A solid or transparent facial cover (scarf, veil, sunglasses, goggles, surgical or dust mask, etc.) is not acceptable.
4. The subject's expression should be natural, with both eyes open.
5. Prescription glasses may be worn for the photograph; there should be no reflections that obscure the picture. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless they are needed for medical reasons.
6. A hat or other head cover is not acceptable, but if worn for medical or religious reasons, it may be allowed if it does not hide any facial features.
7. Natural facial hair and hairpieces may be acceptable unless the overall effect disguises the customer's true facial appearance or facial features are obscured.
8. Permanent facial tattoos are acceptable but temporary tattoos are not.
9. Bluetooth headsets are not acceptable.

Refusal to comply with any or all of these conditions will result in a ID photo not being taken and a **ONE CARD** not being issued. Upon receiving a **ONECard**, the individual agrees to the following terms and conditions in addition to the **ONE CARD** Terms and Conditions that can be referenced at www.massbay.edu/onecard.

Authorization for Personal Use Only- Every student is required to have a valid **ONE CARD** as official college identification. The **ONE CARD** is property of MassBay. Once an individual signs this agreement, s/he agrees to the Terms and Conditions identified herein.

Obligation to Report Lost or Stolen Card- If your **ONE CARD** is lost, stolen or damaged, you must report it immediately to the **ONE CARD** Office at 781-239-2518 during business hours or to Campus Police at 781-239- 2699 outside of normal business hours.

Replacement Cards- If your **ONE CARD** should be lost, stolen or damaged, you can receive **one free** replacement card. For all additional replacement cards you may be charges a fee. If you find your original card after it has been replaced, destroy the card or bring it to the **ONE Card** office to be shredded.

Library Card- The **ONE CARD** functions as your Library Card which can be used in the Perkins Library on the Wellesley Hills campus, the Learning Resource Center on the Framingham campus and in all other participating Minuteman Network libraries.

Effective Date of Agreement

These terms and conditions are effective. The **ONE CARD** holder agrees to abide by all regulations, policies and procedures as specified by MassBay Community College and the **ONE CARD** office. Violations of such rules, regulations, policies and/or procedures may result in cancellation of a **ONE CARD** holder's privileges. Further changes in terms and conditions regulating the use of the **ONE CARD** will apply to all cards in use at that time and will supersede the terms and conditions in effect at the time the card/account was acquired. Prior notice need not be given where immediate change in a term and/or condition is necessary to maintain or restore the security of the system or account. Visit the website to review the current Terms and Conditions.