Procedure 9.0201

Information Technology Use and Acceptable Internet Use Procedure

For College Employees

1. While on the job, performing work-related duties, or using College owned or College provided information processing resources, College employees and other College network users are expected to use the College's network and the Internet responsibly and professionally and shall not intentionally use these services in an illegal, malicious, or obscene manner. College owned or College provided information processing resources are not to be used for personal use.
2. All College employees have a responsibility to make sure that all public information disseminated by the College network and the website is accurate. Employees shall provide timely and accurate information to the webmaster via accepted procedures along with relevant contact information for maintenance of said information.
3. All files from a source external to the College network should be scanned for malicious, inappropriate, or copyrighted content. This includes files obtained as e-mail attachments and by any other file transfer mechanism (including USB drive, Cd/DVD or other portable storage device). It is the responsibility of College employees and College network users to help prevent the introduction or propagation of computer viruses, malicious content, inappropriate content, or copyrighted material.
4. The Internet provides easy access to software distributed by companies on a trial basis. College employees are not permitted to download any software from the Internet without approval from the computer support coordinator or network administrator.
5. College employees and other College network users shall avoid unnecessary network traffic and interference with other users including but not limited to:
    a. Unsolicited commercial advertising by College employees and other College network users is strictly forbidden. "Unsolicited Commercial Advertising" includes any transmission that describes goods, products, or services and that is initiated by a vendor, provider, retailer, or manufacturer of the described goods, products, or services, or by a third party retained by, affiliated with, or related to the vendor, provider, retailer, or manufacturer. For purposes of this definition the vendor, provider, or manufacturer must be a non-governmental entity. This prohibition shall not include either (i) discussions of a product or service's relative advantages and disadvantages by users of those products or services (unless the user is also the vendor, retailer, or manufacturer, or related to or affiliated with the vendor, provider, retailer, or manufacturer), (ii) responses to questions, but only if such responses are direct replies to those who inquired via electronic mail, or (iii) mailings to individuals or entities on a mailing list so long as the individual or entity voluntarily placed his/her name on the mailing list.

b. Any other type of mass mailing by College employees inconsistent with the Mission of the College.

c. Additionally, College employees and other College network users must access streaming content (e.g YouTube) as consistent with the Mission of the College for the minimum amount of time necessary to obtain the information originally sought.

d. College employees and other College network users shall not harass, post, transmit, or originate any unlawful, threatening, abusive, fraudulent, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law.

e. College employees and other College network users shall not access or attempt to gain access to any computer accounts or portion of College networks to which they are not authorized. Additionally, they shall not intercept or attempt to intercept data transmissions of any kind to which they are not authorized.

f. Streaming content places undue burden on internet bandwidth for the College. College employees and other College network users shall not access streaming content that has no relation to the Mission of the College, to include, but not limited to, Pandora, Spotify, iHeart Radio, LimeLight, etc.

By accessing and utilizing the College computing resources, users are consenting to the access and monitoring of their computer use by the College.

Failure to follow acceptable use guidelines may result in the suspension or revocation of computer privileges and/or other College disciplinary action.

For Students/Patrons

1. The purpose of the Internet connection of the College is to support research, education, and life-long learning in support of the Mission of the College.
2. The College prohibits use of the Internet access to harass, transmit, or originate any unlawful, threatening, abusive, fraudulent, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law.
3. The College prohibits use of the Internet for product advertisement, commercial activities, or political lobbying.
4. The College shall not be liable for damages of any kind, including consequential or incidental damages, arising from submission, installation, maintenance,

transmission, copying, modification, distribution or any use of any materials via the Internet.

5. Users are not to tamper with computer hardware or software configurations.
6. Compliance with all copyright laws is mandatory. The user is responsible for being aware of the licensing restrictions.
7. Users shall not monopolize or misuse system resources**.**
8. Computer users shall not intentionally interfere with the normal operation of the computer network.
9. Users shall not engage in activities which damage or disrupt hardware or communication such as virus propagation, wasting system resources, and overloading networks with excessive data.
10. Users are responsible for the proper use of their accounts.
11. Children, who are not students, are not permitted in computer labs.
12. All users of the College's computing and information resources must do so responsibly, respecting the integrity of the College, as well as the integrity of the physical facilities.
13. Respect the privacy and usage privileges of others.
14. Food and drinks are not allowed in computer labs.

Users do not have an expectation of privacy regarding their use of the computing resources. By accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College.

Failure to follow this procedure may result in the suspension, revocation of computer access, or other disciplinary actions.

References

Legal References: NC G.S. 143-805

Cross References: Information Technology Use and Acceptable Internet Use Policy, Children on Campus Policy

History

Leadership Council Review/Approval Dates: *10/18/2024*

Senior Staff Review/Approval Dates: *06/13/2016, 7/25/2016, 8/1/2016; 9/23/2024*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*