

SECTION TITLE	NUMBER	PAGE
Acceptable Use of R-CCC Computing and Network Resources	02-1320	1 of 5

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines for the acceptable use of Roanoke-Chowan Community College's computing and network resources. This procedure relates to both RCCC employees and students and refers to all technology-related, college-owned or leased resources (e.g., hardware, software, domain names, e-mail/Internet addresses).

2. **PROCEDURE:**

Roanoke-Chowan Community College provides campus network and computing resources for the use of employees, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College. In order to meet the requirements of both federal and state laws and to establish sound operating standards, employees must adhere to the following guidelines regarding access of data and the computer system.

- All RCCC employees must be aware of and utilize proper operating procedures necessary to ensure the system/network security.
- Access to the system or any part of the system will be granted in accordance with the specific job responsibilities of the employee. Requests for access must be submitted to the Coordinator of Information Services/Network Administrator via an *Access Authorization Form* (RCCC 114). This form should be kept on file in the office of the employee's immediate supervisor and in the Information Technology Department.
- Employees should be familiar with the principles and capabilities of Electronic Data Processing systems.
- RCCC employees must sign and submit to the Coordinator of Information Services/Network Administrator a copy of the College's *Verification of Compliance and Right-to-Privacy Form* (RCCC 115). By signing this form, employees are agreeing to adhere to the guidelines stipulated in the form and are

SECTION TITLE	NUMBER	PAGE
Acceptable Use of R-CCC Computing and Network Resources	02-1320	2 of 5

indicating an understanding of the basic responsibilities relative to the protection of the College's computing and network resources. This form will be maintained in the IT Department files until an employee's termination of employment.

The College has extensive information technology resources and systems available for both instruction and administrative applications. Employees and students are encouraged to become familiar with college technology resources and systems and to use them on a regular basis.

The College licenses its computer software from a variety of outside companies. Therefore, unless the College is authorized to do so by the software developer, RCCC does not have the right to reproduce any software or its related documentation. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of \$50,000 or more and criminal penalties. Any RCCC employee who is caught making, acquiring, or using unauthorized copies of computer software on any of the College's equipment will be disciplined appropriately.

RCCC's computing and network resources are intended to support the College's mission and are to be used in a manner consistent with the College's goal to provide quality education to its students. Users are expected to act responsibly to maintain the integrity of these resources; any use that is inconsistent with these purposes is considered inappropriate and may jeopardize further authorization for use or result in termination of access. Authorized users are as follows: RCCC employees for office computers; RCCC employees and students for computer labs; and employees, students, and library cardholders for Learning Resources Center computers.

The guidelines governing acceptable and unacceptable use of computing and network resources are as follows:

Acceptable Use

- Using college-provided computers for work-related purposes only.

SECTION TITLE	NUMBER	PAGE
Acceptable Use of R-CCC Computing and Network Resources	02-1320	3 of 5

- Respecting the copyright licensing of programs, data, and other sources of information.
- Using assigned accounts to access resources.
- Using lab computers for educational purposes only.
- Allowing RCCC employees, students, and library cardholders to use the computers in the Learning Resources Center.
- Using the Internet to support education, research, and life-long learning consistent with the educational purpose and goals of RCCC.

Unacceptable Use

- Using resources to engage in any behavior that violates RCCC procedure or any federal, state, or local law or regulation or to promote commercial activity or any other unsanctioned RCCC activity.
- Distributing or making copies of any software.
- Installing any hardware or software without assistance from the Information Services Department; installing or allowing to be installed any software not directly procured by RCCC.
- Modifying any hardware/software settings that will require technical maintenance by Information Services.
- Allowing anyone from outside sources to reconfigure or load software without direct assistance from Information Services.
- Allowing children to use the computers in the computers labs.
- Bringing food, drinks, or tobacco products into the computer labs.
- Interfering intentionally with the normal operation of the computer network.
- Sharing passwords with anyone.

The College provides access to the Internet by way of the North Carolina Integrated

SECTION TITLE	NUMBER	PAGE
Acceptable Use of R-CCC Computing and Network Resources	02-1320	4 of 5

Information Network. As such, all users are subject to the governing policies established by the North Carolina Information Resource Management Commission in addition to this procedure. The current IRMC policy governing use of the North Carolina Integrated Information Network and the Internet can be found at http://irmc.state.nc.us/documents/approvals/1_NCIINr3.pdf.

Additional guidelines pertaining specifically to the use of the Internet and E-mail are as follows:

- A. The Internet and associated resources contain a wide variety of material and information, which is not generated or selected by the College. The College is not responsible for the accuracy or quality of the information obtained through or stored on the campus network.
- B. The creation, display, or transmittal of illegal, malicious, or obscene material is prohibited.
- C. The College shall not be liable for the actions of anyone connecting to the Internet through college facilities. All users shall assume full liability (legal, financial, or otherwise) for their actions.
- D. Users are responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate U. S. copyright laws. Although the Internet provides easy access to software distributed by companies on a trial basis, this does not mean that the software is free or that it may be distributed freely. All files downloaded from a source external to the campus must be scanned for viruses.
- E. Because of the insecure nature of transmitting files electronically, no right-to-privacy exists with regard to e-mail, Internet sessions, or electronic file storage and transmission. When sending or forwarding e-mail over the campus network or the Internet, users shall identify themselves clearly and accurately.

SECTION TITLE	NUMBER	PAGE
Acceptable Use of R-CCC Computing and Network Resources	02-1320	5 of 5

Anonymous or pseudonymous posting is expressly forbidden.

- F. College employees may make reasonable personal use of the campus network, e-mail, and the Internet as long as the direct measurable cost to the public is none or is negligible, and there is no negative impact on employee's performance of duties.
- G. All users of the Internet through the College must comply with all relevant policies and procedures of the College.
- H. Use of the Internet for commercial gain or profit is not allowed from a college site.
- I. Failure to comply with any of these provisions will result in disciplinary action as provided for under the disciplinary policies and procedures of the College.