

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Administrative Procedure

<b>TITLE:</b>	Acceptable Use
<b>DIVISION:</b>	General Institution
<b>CATEGORY:</b>	Information Technology
<b>REFERENCE:</b>	BP-809 Acceptable Use Board Policy
<b>NUMBER:</b>	AP-809
<b>DATE OF REVIEW:</b>	August 31, 2021
<b>APPROVAL:</b>	John Marrin, Interim President

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### Purpose

The Western Nebraska Community College (WNCC) recognizes that administrative data, third party proprietary information, and College information systems are critical business assets. Misuse or damage of administrative data, third party proprietary information, or College information systems may be as costly to the College as misuse or damage of physical property. College employees are responsible for the protection and proper use of College data, third party proprietary information, and information systems.

These procedures are enacted pursuant to the acceptable use policy. They shall govern all use of information technology resources and apply to all users.

### Scope

This procedure applies to all individuals using WNCC information technology resources, including all members of the Board of Governors, current or former employees, students, contract employees, volunteers, and guests.

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### Definitions

*Information technology resources:* Includes any of the following that are owned or supplied by WNCC: usernames or computer accounts, hardware, software, mobile devices, audio visual equipment, communication networks and devices connected thereto, electronic storage media, and related documentation in all forms. Also included are data files resident on hardware or media owned or supplied by WNCC regardless of their size, source, author, or type of recording media, including e-mail messages, document repositories, system logs, web pages, and software.

### Procedure

1. College data, including any data created, stored, or used by systems used by the College or on behalf of the College, including emails, of any kind or nature, generated or received on College equipment or used by systems run by the College or on behalf of the College, shall be used only for official College business.

2. College data shall not be altered or changed in any way except as authorized in the appropriate performance of assigned duties.
3. Unless publicly available, College data shall not be divulged to anyone unless their relationship with the College as an employee, customer, vendor, or contracted temporary employee warrants disclosure and disclosure is authorized by the IT Governance Council or as required by law.
4. College information systems shall not be used for personal economic benefit or for political advocacy. Occasional use (e.g., email, web) of College information systems for personal use is acceptable if it does not interfere with an employee's job performance.

Any information generated or received on College information systems regardless of whether it is for personal use shall be considered College property and may be viewed and monitored by College officials. There shall be no expectation of confidentiality or privacy with reference to any materials placed on College IT equipment or software between WNCC and its employees.

5. Any user IDs and passwords assigned to a user shall be used only by that user and shall not be divulged.
6. The College strictly prohibits illegal use of copyrighted software and materials, the storage of such software and materials on College information systems, and the transmission of such software and materials over the College's network.
7. The College provides users with access to shared resources. Users shall not knowingly or intentionally engage in any activity harmful to the College's information systems or data (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type).
8. College information systems shall not be used to engage in any activity prohibited by College policies or by state or federal law.
9. College users shall not circumvent or subvert any College system or network security measures unless previously authorized by the Director of Information Technology.
10. The College will inspect, monitor, or disclose College data for the purposes including, but not limited to:
  - a. satisfying the requirements of the Freedom of Information Act, Gramm-Leach-Bliley Act, or other laws or regulations.
  - b. allowing College officials to fulfill their responsibilities when acting in their assigned capacities.
  - c. protecting the integrity of the College's information technology resources and intellectual property.
  - d. allowing system administrators to perform routine maintenance and operations and security reviews and respond to emergency situations.
  - e. protecting the rights of individuals working in collaborative situations where information and files are shared.

11. The College will investigate and may pursue appropriate internal or external civil or criminal proceedings when misuse of College data or College computing resources is suspected.

**Revising this Procedure**

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

**Original Adoption Date:** August 31, 2021  
**Revision Date:**  
**Sponsoring Division:** Student Services