

INTERNET AND SEARCH ENGINES USAGE FOR WORK PURPOSES PROCEDURE

Related Board of Trustees Policy: BP 8.4

Approval: August 2012

Revision:

NC Statewide Technology Standards: 10030, 30312, and 303151

Purpose: Ensure that the Internet and Search engines used at the College are for business purposes.

Work Purposes

While performing work-related functions or while using publicly owned/publicly provided information-processing resources, Craven employees and authorized users shall use network resources and the Internet responsibly. Users accessing the College network shall use resources responsibly in such a manner as to:

- Ensure that there is no intentional use of such services in an illegal, malicious or obscene manner.
- Ensure compliance with College Acceptable Use Policies.
- Ensure that all applicable software copyright and licensing laws are followed.
- Guard against wasting College network resources, such as excessive personal use.
- In addition, users of the College network shall:
 - Not use the College network for distributing unsolicited commercial advertising or personal web hosting.
 - Avoid using Internet streaming sites except as consistent with the mission of the College and for the minimum amount of time necessary to obtain the desired amount of information.
 - Not take actions that would constitute a criminal offense or make the College liable to civil suits, such as stalking, or actions that are abusive, fraudulent, hateful, defamatory, obscene or pornographic in nature.
 - Not access or attempt to gain access to any computer account or network that they are not authorized to access.
 - Not intercept, attempt to intercept, forge or attempt to forge data transmissions that they are not authorized to access or send.
 - Provide guidance to authorized College personnel for use and maintenance of any social networking sites used in connection with College business.
 - Provide guidance to College personnel for appropriate use or disclosure of employment or other College-related information in connection with personal use of social networking sites.
- To help prevent fraud and unauthorized access, the College advises users:
 - To use a different ID and password on each social networking site. Accounts and passwords used to access social networking sites should never be the same as accounts and passwords used for other personal or professional business. In particular, an employee's AD or GroupWise username or password must never be used for access to any other site or account.
 - To guard against disclosing too much personally identifiable information, such as birthdates.
- The College prohibits users from:
 - Any action or statement that implies that a user is speaking, or may speak, on behalf of the State, unless the user is specifically authorized to do.
 - Disclosure of State information learned as a result of their employment when visiting social networking sites for their own personal use.

- Craven Community College will:
 - Train users on appropriate practices for use of social networking sites.
 - Monitor user access and use of all social networking sites.
 - Institute data preservation and loss prevention measures.

Users of Internet search engines shall take precautions to verify the integrity of the information provided by the search engine. As users collect information gathered from the Internet, they must:

- Check data for integrity and accuracy before using it for business purposes.
- Observe all copyrights, end user licensing agreements, and other property rights.
- Use caution when downloading files from Web sites, ensuring that all downloads are scanned for viruses and other malicious code.
- Do not assume that a website is safe because a reputable search engine, such as Google, is used to locate it.
- Avoid visiting search engine results that use non-common domain names. Common domain names include .com, .net, .org, .edu.

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