ACCEPTABLE USE

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include, but are not limited to, all College computers and hardware, access to the internet or access to any College intranet provided through the College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policies and Procedures.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by access and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon.

Craven Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability: legal, financial, or otherwise, for their actions.

Acceptable Use Guidelines

- College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers, or non-College related activities.

- An Access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and

appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this procedure.

- Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users. Remember – the College's policies against discrimination and harassment apply to communications through the College's computing resources or otherwise.

- All computer software is protected by federal copyright law. In addition, most software is proprietary and is protected by legal licensing agreements.

    o Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.

    o Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the express permission of the author or creator.

- Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.

- Users shall not waste, monopolize, interfere with, or misuse the College's computing resources. For example, requesting an excessive number of copies from a printer, playing games, or participating in chain letters, or Ponzi schemes is prohibited.

- Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, or use the College's computing resources for illegal activities.

- Users may archive that is not personal in nature. E-mail is automatically archived to the hard drive of your PC after 90 days.

- Users learning of the misuse of the College's computing resources or violations of this Acceptable Use procedure should notify the Dean of Technology Services, or designee, as soon as possible.

Enforcement

Failure to follow the Acceptable Use Policy and any misuse of the College's computing resources may result in:

- The suspension or revoking of access accounts.

- Referral for disciplinary action under Board Policy 2.9, *"Disciplinary Action Addressing Suspension and Dismissal,"* for employees, or Board Policy 3.3, *"Code of Conduct,"* for students.

Any conduct which violates local, state, or federal laws will be referred to College officials or law enforcement authorities, as appropriate.

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STATEMENT OF ACKNOWLEDGEMENT OF THE AUP

I have read and understand the AUP. I agree to comply with all of its terms and conditions. My signed acknowledgement is to be kept in my Personnel File.

User's Name (Print):_____

User's Signature: _____

Date: _____

REFUSAL TO ACKNOWLEDGE OR AGREE TO CONDITIONS OF AUP

By signing below, I signify my refusal to acknowledge or agree to the conditions of AUP. I understand that technology resources will not be issued without agreement to comply with AUP.

User's Name (Print):_____

User's Signature: _____

Date: _____