

TYPE: INFORMATIONAL & INSTRUCTIONAL TECHNOLOGY

POLICY TITLE: Acceptable Use

Purpose

The purpose of this policy is to cover the acceptable use of the information technology resources owned by Northeast Wisconsin Technical College (NWTC). This includes all of the computing devices, network infrastructure, and the information contained within these systems. This policy applies to any usage regardless of location on campus or through remote access of the NWTC network. Use of NWTC's information technology resources support the success of the college.

Policy Key Points Summary

- x Do not share your log in credentials with other people
- x Do not attempt to gain access to information that you are not authorized to view
- x Do not make illegal copies of software or data
- x Do not tamper with another user's NWTC provisioned equipment
- x If there is any hardware, software, or access that you do not have and need, contact the HelpDesk
 - o Do not install software on NWTC owned equipment.
 - o Do not modify or install new accessories to the equipment provided to you.
- x IIT will provide and maintain a list of approved applications for use

Definitions

As used in this policy:

- x "Information technology resources" are all computer and communication devices and other technologies which access, store or transmit college or student information.
- x "Information" includes both college and student information.
- x "Personally owned resources" are information technology resources or devices that are not under the control of or owned by the college.
- x "Credentials" -- User name and password
- x "User" -- Northeast Wisconsin Technical College students, faculty and staff

1. Policy

A. General Policy

NWTC is providing access to its information technology resources with the following expectations:

- x protect the information technology resources provided to the users from use by others
- x maintain the integrity of information technology resources and the privacy of electronic information
- x refrain from seeking to gain unauthorized access
- x follow all copyrights and licenses
- x respect the rights of other users of information technology resources

NWTC maintains express ownership over all of its information technology resources. This policy applies to all NWTC students, faculty and staff, and anyone using NWTC's technology including contractors, consultants, temporaries, and other workers at NWTC. This policy also applies to all NWTC technology resources regardless of physical location. Users of NWTC information technology resources do not have a reasonable expectation of privacy when using the NWTC's information technology resources.

B. Security and Integrity

Each employee is provided with a set of credentials to access NWTC's information technology resources. Sharing your NWTC credentials puts you at risk and violates this policy. Attempts to gain unauthorized access to a system or to another person's information are a violation of NWTC's policy and may also violate applicable law, potentially subjecting the user to both civil and criminal liability. See section 4, 'Consequences'.

Information obtained from NWTC's administrative computer systems must be kept absolutely confidential at all times. Redistribution of any information contained in these systems is prohibited.

C. Usage and Etiquette

Use of the NWTC's information technology resources must comply with all NWTC policies and legal obligations including licenses and contracts, and all federal and state laws.

- x Prohibited Use
 - o Users must not send, view or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or NWTC policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

x Copyrights and Licenses
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3. Reporting or Investigating Violations or Concerns

x Reporting Violations

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