

# **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**

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

### **Definitions**

As used in this policy:

- "Information technology resources" are all computer and communication devices and other technologies which access, store or transmit college or student information.
- "Information" includes both college and student information.
- "Personally owned resources" are information technology resources or devices that are not under the control of or owned by the college.
- "Credentials" – User name and password
- "User" -- Northeast Wisconsin Technical College students, faculty and staff, and anyone using NWTC's technology including contractors, consultants, temporaries, and other workers at NWTC.
- "Administrative Computing Systems" refer to those systems which contain Personally Identifiable Information (PII) and are considered confidential.

# 1. Policy

## A. General Policy

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

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

- **Prohibited Use**
  - 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.

- **Copyrights and Licenses**
  - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using NWTC's information technology resources is a violation of this policy.
- **Social Media**
  - Users must adhere to College Advancement's Social Media Policy.
- **Political Use**
  - NWTC information technology resources may only be used for political activities when in compliance with NWTC policies, federal, state and other laws.
- **Commercial Use**
  - NWTC information technology resources should not be used for commercial purposes, including advertisements, solicitations, promotions or other commercial messages, except as permitted under NWTC policy.

#### **D. Requests for Exceptions**

Departments within NWTC may request exceptions to this policy for information technology resources. These exceptions must be consistent with this overall policy but may provide additional detail, guidelines restrictions, and/or enforcement mechanisms. Please contact the Help Desk with any exceptions.

#### **E. Access for Legal and NWTC Processes**

Under some circumstances, as a result of investigations, subpoenas or lawsuits, NWTC may be required by law to provide electronic or other records, or information related to those records or relating to use of information technology resources, ("information records") to third parties.

Additionally, NWTC may in its reasonable discretion review information records, e.g., for the proper functioning of NWTC, in connection with investigations or audits, or to protect the safety of individuals or NWTC.

NWTC may also permit reasonable access to data to third-party service providers in order to provide, maintain or improve services to NWTC.

## **2. Oversight of information technology resources**

IIT is responsible for managing and operating information technology resources in compliance with NWTC policies, including accessing information technology resources necessary to maintain operation of the systems.

IIT may temporarily suspend access to information technology resources if they believe it is necessary or appropriate to maintain the integrity of the information technology resources. IIT will report any suspension of access to either HR for Staff or Campus Security.

### 3. Reporting or Investigating Violations or Concerns

- **Reporting Violations**
  - System users will report violations of this policy to Help Desk or Campus Security and Safety.
- **Accessing Information & Systems**
  - Inspecting and monitoring information and information technology resources may be required for the purposes of enforcing this policy, conducting NWTC investigations or audits, ensuring the safety of an individual or the NWTC community, complying with law or ensuring proper operation of information technology resources. Only NWTC's Human Resource Department (or designate) may authorize this inspection and monitoring.
- **Cooperation Expected**
  - Information resource users are expected to cooperate with any investigation of policy abuse. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.

### 4. Consequences of misuse of information technology resources

Users of information technology resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by NWTC.

- **For Staff**
  - If technology is miss-used, the employee would be subject to the performance discussion, guidance, corrective action, or termination process. The severity of the issue would be evaluated and then determine what the best step is for discipline.
- **For Students**
  - Refer to violations in the Student Handbook under the Student Code of Conduct.

#### Revision History

	Description	Submission Date	Approval Date
Kathryn Doar	Acceptable Use Policy	9/27/2016	
Daniel Mincheff	Reviewed	10/24/2016	