



NORTH CAROLINA SCHOOL OF  
SCIENCE AND MATHEMATICS

Title	NCSSM INTERNET USE POLICY
Authority	Board of Trustees
History	Effective March 14, 2002
Legal Reference	
Additional References	
Responsible Offices	Chief Information Officer, General Counsel
Classification	8400

INTRODUCTION

Use of the Internet provides great educational benefits to students and staff of NCSSM. However, some material accessible via the Internet may contain items that are illegal, defamatory or potentially offensive to some. Access to the Internet is given as a privilege to staff and students who agree to use the privilege in a considerate and responsible manner. We require that staff and students read and accept the rules for acceptable behavior in the attached network usage procedures section.

NCSSM provides computer equipment, services and network access for educational purposes only. Educational purposes are defined as those purposes directly related to an educational assignment, project, job or function for which the user is responsible. These services are provided to improve learning and teaching through research, teacher training, administrative support, collaboration, dissemination of information, and use of materials and resources. Access to networks carries with it the responsibility for proper use of those resources and computing facilities.

Use of NCSSM computing resources depends upon mutual respect and cooperation to ensure that all members of the NCSSM community have equal access, privileges, privacy, and protection from interference and harassment. NCSSM computing resources shall be used in a manner consistent with the instructional, research, and administrative objectives of the academic community in general and with the purpose for which such use of resources and facilities is intended.

NCSSM has the right to monitor internet usage over the NCSSM network for the safety and security of users. Electronic records on the NCSSM network are the property of NCSSM.

**The above paragraph refers to web browser activity. The ITS division of NCSSM may monitor at the written request of a division supervisor the web activities of a particular workstation. However, an individual's email account can only be accessed subsequent to a written directive from the Chancellor. ITS personnel must respect the confidentiality of all email accounts unless specifically instructed otherwise.**

Inappropriate use of the network will result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.

## PURPOSE

The purpose of this Policy is to assure that:

- The NCSSM community is informed about the applicability of policies and laws to internet services;
- Internet services are used in compliance with those policies and laws;
- Users of internet services are informed about how concepts of privacy and security apply;
- Disruptions to NCSSM email and other internet services and activities are minimized.

## CAUTIONS

Users should be aware of the following:

- 1) Both the nature of internet usage and the public character of NCSSM's business make internet usage less private than users may anticipate.
- 2) Internet usage, whether or not created or stored on NCSSM equipment, may constitute an NCSSM record subject to disclosure.
- 3) NCSSM, in general, cannot and does not wish to be the arbiter of the contents of email. Neither can NCSSM, in general, protect users from receiving email they may find offensive. Members of NCSSM community, however, are strongly encouraged to use the same personal and professional courtesies and considerations in email as they would in other forms of communication.
- 4) Electronic records are not distinguished from paper records in the NC Public Records Law. Therefore, be cautious about transmitting sensitive information about students or staff over email.

## SCOPE

This Policy applies to:

- All email systems and internet services provided or owned by NCSSM; and
- All users, holders, and uses of NCSSM internet services; and
- All NCSSM electronic records in the possession of NCSSM students and staff.

All terms and conditions as stated in this document are applicable to all users of the network.

## ACCEPTABLE USE POLICY

Acceptable Use: Use of the network must be in support of education and research consistent with NCSSM policy and an employee's job description.

Non-official use is permitted only if the use does not:

- add additional charges to NCSSM,
- interfere with NCSSM obligations, or
- undermine the use of NCSSM resources and services for official purposes.

Use must be consistent with the network usage procedures, which are intended to be illustrative of the range of acceptable and unacceptable uses of internet services and not necessarily exhaustive.

Use of All-Staff and All-Student distribution lists should only be used for institutional purposes and only if it is necessary to reach a wide audience immediately. The posts must be applicable to the entire community. You have a responsibility to read posts tagged as high priority (!) as authorized prior to all other email messages. High priority tagging should be restricted to items having genuine urgency.

School-related announcements should be posted on At-A-Glance. Personal announcements should be sent to personal distribution lists.

### **COMPLIANCE WITH THE CHILDREN'S INTERNET PROTECTION ACT**

NCSSM has taken the following steps to protect the safety and security of minor students:

- 1) A proxy server is in place to block sites with harmful material\* on the internet. These sites can be unblocked upon request due to a legitimate educational purpose.
- 2) Chat rooms and other forms of internet communication are monitored by the ITS staff for safety purposes.
- 3) Unauthorized access by students, including hacking and unauthorized use of another person's account, is prohibited.
- 4) Publishing, downloading or transmitting threatening or obscene material is prohibited.

*\*Defined by the Children's Internet Protection Act (CIPA) as a picture or an image that "appeals to a prurient interest in nudity, sex, or excretion;" that depicts a sexual act in an offensive way; and that lacks literary, artistic, political, or scientific value.*

### **POLICY VIOLATIONS**

Violations of NCSSM policies governing the use of NCSSM internet services may result in restriction of access to NCSSM information technology resources. Any user violating these provisions, applicable state and federal laws or posted school rules is subject to loss of network

privileges and any other NCSSM disciplinary options, up to and including dismissal and criminal prosecution.

**RESPONSIBILITY FOR POLICY**

The Chief Information Officer (CIO) and General Counsel are responsible for development and maintenance of this Policy for issuance by the Chancellor after approval by the NCSSM Board of Trustees.

**Approved by the Board of Trustees**

March 14, 2002