



Information Technology Services Acceptable Use Policy

Access to Technology Resources

Access to Lees-McRae College Information Technology services and resources is a privilege granted to Lees-McRae College users (faculty, staff, students) in support of their education, instruction, duties as employees, official business with the college, and/or other college-sanctioned activities. Access may also be granted to individuals outside of Lees-McRae College for purposes consistent with the mission of the College.

With the exception of instantly and publicly accessible resources such as websites, access to Lees-McRae College information technology resources may not be transferred or extended by members of the college community to outside individuals or groups without prior approval of the appropriate administrator. Such access must be limited in nature and fall within the scope of the educational mission of the institution. The authorizing college official is expected to ensure that such access is not abused.

The college reserves to itself the right to limit, restrict, remove, or extend access to and privileges within, material posted on, or communications via its information technology resources, consistent with this policy, applicable law or as the result of college disciplinary processes, and irrespective of the originating access point.

It is expected that these resources will be used efficiently and responsibly in support of the mission of the college as set forth in this policy. All other use not consistent with this policy shall be considered unauthorized use.

Data Security, Confidentiality, and Privacy

Lees-McRae College and its users share responsibility for ensuring the confidentiality and appropriate use of institutional data to which they are given access, ensuring the security of the equipment where such information is held or displayed, ensuring the security of any accounts issued in their name, and abiding by related privacy rights of students, faculty, and staff concerning the use and release of personal information.

Electronic mail and computer files are considered the private property of Lees-McRae College for the exclusive use of its staff, faculty, and students. Access to such files will generally require permission of the sender or recipient of a message or the owner of the account in which the material resides, court

order, or by written authorization by the President of Lees-McRae College or their designee. Information Technology may also access the account to forward emails to the user's supervisor or add the email address to the supervisor's email account. However, in the event of involuntary termination or in the event of an investigation for alleged misconduct, email or other electronic files may be locked or copied to prevent destruction and loss of information.

Email transmitted over the internet is not considered secure and employees are prohibited from transmitting protected personal information unencrypted in an email or email attachment to any source outside of Lees-McRae College. Secured methods of data and information transfer include the Brightspace Learning Management system and Microsoft OneDrive.

All users of Lees-McRae College information technology resources are advised to consider the open nature of information disseminated electronically. Although Lees-McRae College strives to provide the highest degree of security when transferring data, the college is not responsible if these measures are circumvented and information is intercepted, copied, read, forged, destroyed, or misused by others.

Electronic Information Retention and Disclosure

Original electronic materials on central computing equipment and/or copies may be retained for specified periods of time on system backups and other locations; however, the college does not warrant that such information can be retrieved.

Unless otherwise required by law and/or policy, Lees-McRae College reserves the right to delete stored files and messages to preserve system integrity. Lees-McRae College also reserves the right to modify system parameters provided timely notice is provided to system users when appropriate. Except in an emergency, users will be given ample advance notice, taking the academic year calendar into account, to save any personal files and messages.

Electronic files or messages, whether or not created and stored on college resources, may constitute a college record subject to disclosure under the federal, state, or local laws, or as a result of litigation. Electronic copies must be provided in response to legally authorized orders, subject to very limited exceptions, as with other documents created and retained by the college.

Disclosure of confidential information to unauthorized persons or entities, or the use of such information for self-interest or advantage, is strictly prohibited. Access to non-public institutional data by unauthorized persons or entities is prohibited and may result in criminal prosecution.

Requests for disclosure of confidential information and retention of potential evidence will be honored when approved by authorized college officials or required by state or federal law. The college reserves the right to access, inspect, redact, or disclose the contents of any files, documents, messages created or sent or stored or received using the computer systems or services of the college. This applies to both physical and electronic materials.

Network and System Integrity

In accordance with federal, state, and/or local laws and other policies and procedures of the college, activities and behaviors that threaten the integrity of computer networks or systems are prohibited on both college-owned and privately-owned equipment operated on or through college resources. These activities and behaviors include, but are not limited to:

- Intentional or careless interference with or disruption of computer systems and networks and related services, including but not limited to the propagation of computer worms, viruses or malware, along with other actions that could have a negative impact on the Lees-McRae College computing environment as per the sole judgment of the Director of Information Technology Services or their designee.
- Intentionally or carelessly performing an act that places an excessive load on a computer or network to the extent that other users may be denied service, or the use of electronic networks or information systems may be disrupted.
- Failing to comply with requests from designated college officials to discontinue activities that threaten the operation or integrity of computers, systems, or networks.
- Negligently or intentionally revealing passwords or otherwise permitting the use by others of college-assigned accounts for computer and network access. As individual password security is the responsibility of each user, all users must make use of multi-factor authentication. The user is responsible for all uses of their accounts, independent of authorization.
- Altering or attempting to alter files or systems without authorization.
- Unauthorized scanning of ports, computers, and/or networks.
- Attempting to circumvent data protection schemes or uncover security vulnerabilities.
- Connecting unauthorized equipment to the campus network or computers. Note: Collegeauthorized business and other activities directly related to the academic mission of the college are excluded.
- Attempting to alter any college computing or network components, including but not limited to bridges, routers, hubs, wi-fi extenders, and unauthorized wiring or connections.
- Utilizing network or system identification numbers or names that are not assigned for one's specific use on the designated system.
- Using campus resources to gain unauthorized access to any computer system and/or using someone else's computer without their express permission.

- Registering a Lees-McRae College IP address with any other domain name for other than official college business.

Commercial Use and Conflict of Interest

Use of college information technology resources is strictly prohibited for unauthorized commercial activities, personal gain, and private or otherwise unrelated to the college business or fundraising, or where a conflict of interest may arise. This includes soliciting, promoting, selling, marketing, or advertising products or services, or reselling of college resources.

Note: Auxiliary service partners of Lees-McRae College (dining, facilities, bookstore vendors) are authorized to provide services and products to students, faculty and staff, and invited guests of the college through their operations. The President or their designee may authorize additional limited commercial uses. Such uses are excluded from the above prohibitions. These prohibitions are not intended to infringe on authorized uses that enable students, staff, and faculty to carry out their duties and assignments in support of the college mission.

Fraud

Use of college information technology resources for purposes of perpetrating fraud in any form is strictly prohibited. Fraudulent activities include but are not limited to sending any fraudulent electronic transmission, fraudulent requests for confidential information, and fraudulent submissions or authorization of financial request documents.

Harassment or Cyberstalking

Harassment or Cyberstalking of others via electronic methods is a criminal violation under North Carolina General Statute §14-196.3 and other applicable laws and college policies. It is a violation of this policy to use electronic means to harass, threaten, or otherwise cause harm to a specific individual(s), whether by direct or indirect reference. It may be a violation of this policy to use electronic means to harass or threaten groups of individuals by creating a hostile environment.

Copyright and Fair Use

Federal copyright law applies to all forms of information, including electronic communications, and violations are prohibited under this policy. Infringements of copyright laws include, but are not limited to, making unauthorized copies of any copyrighted material (including software, computer code, text, images, audio, and video), and displaying or distributing copyrighted materials over computer networks without the author's permission, except as provided in limited form by copyright fair use restrictions. The

"fair use" provision of the copyright law allows for limited reproduction and distribution of published works without permission for such purposes as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Note: The college will not tolerate academic dishonesty or theft of intellectual property in any form.

Electronic Communications

College electronic communications are to be used to enhance and facilitate teaching, learning, scholarly research; support academic experiences; facilitate the effective business and administrative processes of the college; and to foster effective communications within the academic community.

Electronic mail, news posts, chat sessions or any other form of electronic communication must comply with North Carolina General Statutes, Lees-McRae College Code of Student Conduct, or other college policies or procedures.

Web Sites

An official Lees-McRae College web page is one that is formally acknowledged by a college department as representing that entity accurately and, in a manner, consistent with the college's mission. Without such acknowledgment, a web site, regardless of content, is not "official." Official pages are the property and responsibility of The Office of Marketing and Communications. "Unofficial" information may also be posted and maintained by individual faculty, staff, or student organizations. Lees-McRae College does not undertake to edit, screen, monitor, or censor information posted by unofficial authors, whether or not originated by unofficial authors or third parties, nor does the college accept any responsibility or liability for such information even when it is conveyed through college-owned servers.

Both official and unofficial web sites are subject to the other provisions of this policy if they use college resources such as college-owned servers and networks to transmit and receive information.

Policy Compliance

The Executive Vice President of Strategic Operations and Public Relations, or their designee, is authorized by the President to ensure that the appropriate processes to administer this policy are in place, disseminated, and followed by the college community. The President or their designee will ensure that suspected violations and resultant actions receive the proper and immediate attention of the appropriate college officials, law enforcement, outside agencies, and disciplinary processes in accordance with the Employee Handbook.

The Executive Vice President of Strategic Operations and Public Relations, or their designee, will inform users about the policy; receive and respond to complaints; collect and secure evidence as required; advise and assist college offices on the interpretation, investigation and enforcement of this policy;

consult with college Legal Counsel on matters involving interpretation of law, college policy, or requests from outside law enforcement agencies and/or legal counsel; and maintain a record of each incident and its resolution to inform future policy changes.

Consequences of Non-Compliance

Enforcement will be based upon receipt by the Office of Information Technology Services of one or more formal complaints about a specific incident or through discovery of a possible violation in the normal course of administering information technology resources.

Minor infractions of this policy, when accidental or unintentional, such as consuming excessive resources or overloading computer systems, may, at the discretion of the college, be resolved informally through e-mail or in person discussion and education.

Repeated offenses and serious incidents of non-compliance may lead to college disciplinary action under college disciplinary policies and procedures, private civil action, and/or criminal charges. Serious incidents of non-compliance include but are not limited to unauthorized use of computer resources, attempts to steal passwords or data, copyright violations, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior.

In addition to the above, inappropriate use of technology resources may result in personal criminal, civil, or other criminal liability.

Appeals of college actions resulting from enforcement of this policy will be handled through existing grievance processes for Lees-McRae College students and employees.

Reporting Irresponsible or Inappropriate Use

The President or their designee is responsible for reviewing violations of this policy and will act in accordance with college policies and procedures for investigations and resolution of problems. Suspected infractions of this policy should be reported to the Executive Vice President of Strategic Operations and Public Relations. Any user may report a violation of this policy.

Revised June 2023. The College reserves the right to amend the policy with or without notice. The College will attempt to minimize the inconvenience to students and employees should changes be necessary.