

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5008 Employee Use of System ~~Computers~~Technology
Resources Page 1 of ___**

~~The Board of Trustees encourages employee use of computing and telecommunications technology in the performance of job duties in the System, especially in those areas involving teaching, instruction, research and public service. Policy 5008 references Board Policy 7003: NSCS Information Security Program, including the Security Standards defined by 7003. Term definitions in Policy 5008 may be found in Standard 1, located here (URL-TBD).~~

~~Computing Technology resources~~Resources, facilities and contracted services provided by the Colleges and the System Office are the property of the Nebraska State Colleges System (NSCS) and are to be used for the sharing of knowledge, ~~the creative process, and~~ collaborative efforts, and completion of job duties within the ~~Colleges' NSCS~~ educational, research and public service missions.

~~The College or System Office NSCS, as appropriate, reserves the right to inspect all electronic files, e-mail or voice mail of any employee, any NSCS Technology Resource without advance notice to or specific permission from any employee, for any legitimate business purpose.~~

The requirements in this ~~p~~Policy are to be followed by all ~~users of all~~employees utilizing State College Networks.

~~The provisions expressed in this policy also apply to including~~ all users of any other networks that are accessed through an NSCS connection. Employees must comply with the NSCS Acceptable Use Policy (AUP) prior to gaining access to NSCS Technology Resources. The NSCS AUP is located in Standard 5, which may be found here (URL-TBD). The requirements found therein apply to all persons accessing or using NSCS Technology Resources, including NSCS students, employees, and authorized contractors and guests. Individuals that violate the NSCS AUP may be subject to denial of access and disciplinary action.

Acceptance of any credentials (i.e. username/password, ID card or token, PIN, etc.) that provides access to ~~computing NSCS Technology resources~~Resources, facilities, contracted services and/or to NSCS information systems shall constitute an agreement on behalf of the user or any other individual accessing such information to abide and be bound by the provisions of this ~~p~~Policy and the NSCS AUP. Access to NSCS ~~information systems~~Technology Resources is a privilege, not a right. Every user is to be responsible for the integrity of the system, respect for the rights of other users, the integrity of the physical facilities and controls, and all pertinent license and contractual agreements related to ~~the College NSCS~~ systems.

Employees shall make reasonable efforts to safeguard their credentials. No employee may allow unauthorized persons ~~to access to College or System data, computing or network~~Technology resourcesResources, facilities, and contracted services by sharing their credentials, except in cases necessary to facilitate computer maintenance and repairs. When any employee terminates his or her employment ~~relationship or employment~~ with the College or System Office, his or her credentials shall be denied further access to ~~computing Technology resources~~Resources, facilities, and contracted services unless otherwise determined by the ~~College p~~President or Chancellor.

~~The Colleges and System Office are to make reasonable efforts to safeguard their computing resources, facilities, and contracted services through continuous improvement of both privacy and security of personal and institutional information and networks by implementing effective security practices and by creating a climate in which all users accept responsibility for protecting computing and information systems.~~

~~The use of electronic media and software provided for employee use by the Nebraska State College System are to be used for College or System related purposes. Use of computers, software, or other College or System equipment NSCS Technology Resources for personal or commercial financial gain, for private business or commercial use, or for personal political or lobbying activities is are prohibited.~~

~~Use of College or System information systems, including computing resources, facilities, and contracted services is~~

~~to be for college related purposes.~~ Limited personal use of College or System ~~information systems~~ Technology Resources is permitted so long as such usage conforms with pPolicy, does not interfere with operations including, but not limited to, security of the system, network response time, or a user's performance of duties as an employee, and does not result in additional costs or inefficiencies to the College or System.

All users of College or System ~~electronic equipment and facilities~~ Technology Resources are expected to respect the privacy of other users and their data in accordance to the NSCS AUP, and to respect the legal protection of programs, publications and data provided by copyright and licensing laws ~~to programs and data~~. All relevant laws and regulations, including public records laws, federal copyright laws, and federal privacy laws such as the Family Educational Rights to Privacy Act (FERPA) are to be respected by users. Downloading, distributing and/or displaying any copyrighted material without permission of the copyright owner is strictly prohibited.

~~To maintain the network, College or System technical personnel will routinely delete malware and other destructive and unrequested intrusions into information systems (viruses, spyware, etc.,) as they are detected.~~

~~Refusal to comply with these provisions and any other Federal, State or local laws that govern any aspects of computer and telecommunications use may result in denial of access to College or System Office information systems and/or other disciplinary action including suspension or termination of employment. The College or System Office may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of College or System Office policies or state or Federal laws.~~

~~Users~~ Consistent with the NSCS AUP, employees are also expected to respect the integrity of ~~computing systems~~ Technology Resources and shall not intentionally execute programs that harass other users or infiltrate ~~a computer or computing systems~~ and/or damage or alter data ~~or the software components of a computer or computing system~~.

~~To prevent software viruses from infecting College or System Office computers and associated networks and to ensure network integrity and security, and to minimize unnecessary support incidents, it is the policy of the Board that oOnly hardware and software approved in accordance with College or System Office procedures is to be installed on College or System Office computers. Alln employees with College or System Office provided computer training, which shall be available on a regular basis, and who can demonstrate a need to load such hardware or software is are required to make advanced written request to the computing center or appropriate person designated by the College or System Office, produce proof of license for any software wishing to be installed, and to seek approval from the College or System Office, as appropriate, prior to the loading of such hardware or software. To preserve the integrity and security of NSCS Technology Resources, NSCS employees purchasing information technology products and services must first consult with the College CIO, or the System Office. Refer to Board Policy 8064, and to Standard 10: Technology Resources Acquisition, in Board Policy 7003.~~

~~The College or System Office, as appropriate, reserves the right to inspect all electronic files, e-mail or voice mail of any employee, without advance notice or specific permission, for any legitimate business purpose.~~

~~Persons creating a web page are responsible for the accuracy of the information contained in the web page. Content should be reviewed periodically to assure continued accuracy. Web pages may include a phone number or email address of the person to whom questions/comments may be addressed, as well as the most recent revision date.~~

Each College, affiliate organization, and the System Office is responsible for employee use of ~~computing and telecommunications technology~~ Technology Resources and for ensuring that its ~~users~~ employees are familiar with the provisions outlined in this pPolicy, and in the NSCS AUP.

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| Policy Revised: