



ADMINISTRATIVE POLICY

Responsible Use of Technology Resources

POLICY STATEMENT

Computers and network systems offer powerful tools for productivity and communication among members of the Nevada State College (NSC) community. Unlawful or inappropriate use of these tools, however, can infringe on the rights of others and impose negative legal consequences on the institution. All members of the NSC community are expected to use technology resources in a responsible manner and comply with all applicable laws and NSC policies.

REASON FOR POLICY

The purpose of this policy is to provide guidelines and standards to protect the college against damaging legal consequences and to safeguard the integrity of its computers, network, and data.

PROCEDURES

Nevada State College expects all members of its community to use technology resources in a responsible manner. The college may restrict the use of its computers and network systems in response to evidence of violations of college policies or codes, or state or federal laws. Once evidence is established, the authorities responsible for overseeing these policies will be consulted on the appropriateness of specific restrictions, which could include the removal of material posted on a computer and/or limiting access to NSC computing systems or networks.

Inappropriate Use

The following activities are deemed inappropriate uses of NSC technology resources and are prohibited:

- Use of technology resources for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of technology resources in any way that violates NSC's policies.
- Excessive personal use of NSC technology resources. NSC allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, present a conflict of interest, or consume more than a trivial amount of resources.

Privacy Issues

Information & Technology Services provides security measures to protect the integrity and privacy of electronic information such as administrative data, individual data, personal files, and electronic mail. Users must not circumvent security measures. While technology resources are NSC property and all rights are retained regarding them, these rights will be balanced with a reasonable and legitimate expectation that technical staff and administrators will not casually or routinely monitor traffic content or search files. The content of files shall only be examined when there is a reasonable suspicion of wrongdoing or misconduct. Examination of files shall be limited to the matter under consideration.

Software Management Responsibility

Users of NSC technology resources are responsible for the legality of their software. Data or software written or created by members of the NSC community must not be copied or used without the author's permission. All commercial software must be licensed. Users should never copy or install software without consulting the license agreement to ensure it is allowable. Individual employees and students are responsible for not installing illegal computer software on NSC equipment. Any questions regarding software licensing should be routed to Information & Technology Services.

Reporting Misuse

Any allegations of misuse should be promptly reported to the Director of Information Technology.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Brian Chongtai	702-992-2410	brian.chongtai@nsc.edu

DEFINITIONS

Computing Resources – Campus technology including, but not limited to, office workstations, classroom/lab workstations, campus networks, electronic mail, Internet services, administrative systems, and network systems.

Network Systems – Applications or services that are remotely accessible through the campus network.

NSC Community – Anyone attending, employed, or contracted by Nevada State College including faculty, staff, students, and third party vendors.

RELATED INFORMATION

HISTORY

Revised 3/19/18