ELIZABETH CITY STATE UNIVERSITY  
Acceptable Use of Technology Policy for University Employees

Preamble

Elizabeth City State University (ECSU) has critical dependencies upon its computer information systems in order to meet operational, financial, educational, and informational needs. It is essential that ECSU’s computer systems and computer networks, as well as the data that reside on and are processed by these technologies, be operated and maintained in a secure environment and in a responsible manner. It is critical that these systems and machines be protected from misuse and unauthorized access. Federal and state law, and ECSU policies and procedures govern the use of these technologies.

1. Scope of Policy

This policy applies to ECSU computer systems and refers to hardware, software, data, and communication networks (i.e. telephone, internet connection, etc.) associated with these computers. In particular, this policy covers computers ranging from multi-user timesharing systems to single-user personal computers, whether stand-alone or connected to the campus network. This policy governs ECSU employees who utilize these university resources.

2. Regulatory Limitations

A. ECSU may monitor access to the equipment and networking structures and systems for the following purposes:

1. to insure the security and operating performance of its systems and networks;

2. to review employee performance;

3. to enforce international, federal and state laws and university policies.

B. ECSU provides a computer and appropriate software and accessory equipment to employees. Ownership of this property rests solely with the university. Employees have no ownership rights to this equipment or the information sent or received through this equipment. Employees will have no expectation of privacy with regard to this equipment or information. The computing equipment provided to employees, including information sent or received through this equipment, is for university business.

C. ECSU reserves the right to monitor this equipment or audit its use to insure that all usage complies with university rules, regulations and policies, with the laws of North Carolina, with the laws of the United States, and with international laws. To facilitate ECSU’s
right to monitor and audit, appropriate university employees may inspect and review this equipment and information sent and received through this equipment at any time.

D. Employees may not use this equipment to harass or stalk others, post, transmit or create any unlawful, threatening, assaultive, fraudulent, defamatory, obscene or pornographic communication or any other communication where the message, or its transmission or distribution, would constitute a criminal offense, give rise to civil liability or otherwise violate any university policy or any state, national or international law.

E. Employees may use this equipment for minimal personal communication as long as this usage does not interfere with the employees’ work obligations, the work of other employees, or the integrity or viability of the equipment or the networks to which it is attached. Furthermore, any usage must not violate other sections of this policy. ECSU may monitor or review employee’s personal use and the information employees send or receive to insure compliance with this and all university policies.

F. ECSU reserves the right to limit access when international, federal or state laws or university policies are violated or where university contractual obligations or university operations may be impeded.

G. ECSU reserves the right to monitor or restrict files or software residing on university computers housed within a private domicile and reserves the right to restrict the installation or copying of university files or software on non-university computers, whether or not such computers are attached or able to connect to campus networks.

H. All material prepared and utilized for work purposes and posted to or sent over ECSU computing and other telecommunications equipment, systems or networks must be accurate and must correctly identify the creator to campus networks.

I. Any creation of a personal home page or a personal collection of electronic material that is accessible to others must include a disclaimer that reads as follows: “Elizabeth City State University does not endorse, sponsor or provide material located on this site.”

3. Permissible Use
Employees are expected to follow this policy and any related university policies, regulations and procedures for ECSU work produced on computing equipment, systems and networks. Employees may access these technologies for personal uses if the following restrictions are followed:

A. The usage is lawful under international, federal and state law.
B. The usage is not prohibited by The University of North Carolina Board of Governors or university policies.

C. The usage does not overload the university’s computing equipment or systems, or otherwise harm or negatively affect the system’s performance.

D. The usage does not result in commercial gain or private profit (other than allowable under university intellectual property policies).

E. The usage does not violate federal or state laws or university policies on copyright or trademark.

F. The usage does not state or imply ECSU sponsorship or endorsement.

G. The usage does not violate state or federal laws or university policies against race or sex discrimination, including sexual harassment.

H. The usage does not involve unauthorized passwords or identifying data that attempt to circumvent system security or in any way attempt to gain unauthorized access.

4. Violation of Policy
   Suspected violations must be reported to the Chief Information Officer (CIO) immediately. Violators of this policy may be denied access to the campus network. In addition to any possible legal sanctions, violators of this policy may also be subject to disciplinary action up to and including dismissal or expulsion, pursuant to ECSU campus policies, codes of conduct, or other instruments governing the employee’s relationship with ECSU. Recourse to such actions shall be as provided under the provisions of those instruments.

5. Application of Public Records Law
   All information created or received for work purposes and contained in university computing equipment files, servers or electronic mail (e-mail) depositories are public records and are available to the public unless an exception to the Public Records Law applies. The information may be purged or destroyed in accordance with ECSU records retention schedule and guidance from the NC Department of Cultural Resource, (http://www.records.ncdcr.gov/schedules/unc_system_general_schedule.pdf)

6. Review
   ECSU reserves the right and has the authority to interpret and apply this policy and to modify or amend it at any time. It is imperative that each employee reviews and complies with any changes made to this policy.