Electronic Communication Devices
Acceptable Use Guidelines
Protecting NDSU Resources

- As an employee, you are assigned an NDSU owned computer and a network account with a user ID and a password to:
  - Perform job functions
  - Do research
  - Use for educational purposes
Protecting NDSU Resources

- As a student, you are allowed to connect your personally owned electronic devices to the network for learning and research purposes.

- You have been granted a network account and services with a user ID and a password to access the services you will need and use.
Rationale

• Electronic Communication Devices (ECDs) are a major University Resource
  – ECDS provided by the University are vital tools for employees, faculty members, and students
  – These IT resources are not unlimited and appropriate use is important

• Misuse of ECDs may violate policies and/or laws
Acceptable Use Policy and Procedure

• AURC – Acceptable Use Review Committee

  – NDSU Procedure for Investigation of Potential Employee Violations of Acceptable Use of Electronic Communication Devices

  – www.ndsu.edu/its/security/security/acceptable_use_policy_hub/
Incidental Use

Acceptable Use Policy allows for personal use if it

• Does not interfere with work performance
• Is of nominal cost or value
• Does not create the appearance of impropriety
• Is not for political purpose
• Is not for personal commercial purpose
• Is reasonable in time, duration, and frequency
• Does not violate copyright and intellectual property laws
• Makes minimal use of hardware and software resources
Prohibited Uses

- Obscene or pornographic material
- Child pornography (criminal violation)
- Hacking
- Threatening communication
- Harassment
- Political use
Prohibited Uses

• Personal commercial use
• Fraud
• Stalking
• Invasion of privacy
• Criminal intent
• Other
Discovery of Potential Violations

- Bandwidth or network monitoring
- Complaint by supervisor, employee, or other
- Inadvertent discovery during routine service or maintenance
- Distribution of SPAM or other network abuse
- Law enforcement query or subpoena
- Open records request
- Other
Investigation Procedures

• Initial discovery of potential violation reported to NDSU IT Security Officer, Dean or Director, and Appropriate Use Review Committee (AURC)

• Possible monitoring and/or search

• Request for seizure of ECDs submitted and approved
Sanctions

- Verbal caution
- Letter of warning
- Loss of computer and/or network access
- Referral to counseling program, training, or education
- Letter of reprimand
- Suspension, with or without pay
- Termination of University career
Acceptable Computer Use Policies to become familiar with:

• North Dakota University System Computer Use Policy 1901.2
  [http://www.ndus.nodak.edu/policies_procedures/ndus_policies](http://www.ndus.nodak.edu/policies_procedures/ndus_policies)

• NDSU 158: Acceptable use for Electronic Communication Devices

• NDSU 710: Computer and Electronic Communication Facilities
Laws and Mandates

- FERPA
- GLBA
- HIPAA
- Privacy Laws
- ND Public Records Law
If you have questions, contact:

NDSU Chief IT Security Officer:
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Theresa.Semmens@ndsu.edu
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