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NORTH CENTRAL INSTITUTE

168 JACK MILLER BLVD.

CLARKSVILLE, TN 37042

(931) 431-9700

ELECTRONIC DEVICE POLICY

NCI provides access to one or more forms of electronic media and services including CAMS, computers, e-mail, secured network, telephones, voicemail, fax machines, and internet.

Anyone using electronic media information services, which includes all electronic devices, should remember that electronic media and services provided by NCI are School property and the purpose is to facilitate and support school related business. All users have the responsibility to use these resources in a professional, ethical, and lawful manner.

No policy can cover every possible situation; this is designed to express NCI's philosophy and general principles when using electronic media and services.

1. **PERSONAL USE**

The computers, electronic media and services provided by NCI are for business use only to assist staff and students in their performance. Limited use of electronic media (sending or receiving) for personal, non-business purposes is understandable and should be done in a manner that does not interfere with business. Please demonstrate a sense of responsibility and do not abuse this privilege.

2. **ACCESS TO EMPLOYEE AND STUDENT COMMUNICATIONS**

NCI routinely gather logs for electronic activities and monitors communications directly, e.g., telephone numbers dialed, sites accessed, etc., for the following purposes:

- a. Cost analysis.
- b. Resource allocation.
- c. Optimum technical management of information resources.
- d. Detecting patterns of use that indicate company policy violations or engaging in illegal activity.
- e. Troubleshooting purposes to aid in the resolution of network or Telecom related issues.

NCI reserves the right to review any employee's or students electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies. Employees or students should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

3. **SOFTWARE**

To prevent computer viruses from being transmitted through the school's computer systems, downloading and/or installation of any software is strictly prohibited.



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Employees and students should contact the IT department for guidance if they have any questions.

4. SECURITY/APPROPRIATE USE

Electronic media cannot be used for transmitting, retrieving, or storing any communication that is:

- a. Discriminatory or harassing;
- b. Derogatory to any individual or group;
- c. Obscene, sexually explicit or pornographic;
- b. Defamatory or threatening;
- c. In violation of any license governing the use of software; or
- d. Engaged in for any purpose that is illegal or contrary to NCI's policy or business interests.

The confidentiality of other individuals' electronic communications must be respected. Except in cases in which explicit authorization has been granted by NCI Administration, employees and students are prohibited from engaging in, or attempting to engage in:

- a. Monitoring or intercepting the files or electronic communications of employees, students or third parties.
- b. Hacking or obtaining access to systems or accounts they are not authorized to use.
- c. Using other individual's log-ins or passwords.
- d. Breaching, testing, or monitoring computer or network security measures.
- e. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- f. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (i.e. streaming audio or video).
- g. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

5. ENCRYPTION

Employees and students who use encryption on files stored on a company computer must provide their supervisor with a list of all of the passwords and/or encryption keys necessary to access the files.

6. VIOLATIONS

Any employee or student who is found to be in violation of the aforementioned policy will be subject to corrective action, including possible termination of employment, suspension, legal action, and/or criminal liability.



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9. EMPLOYEE/STUDENT ACKNOWLEDGEMENT

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of NCI's electronic device policy. I understand that I have no expectation of privacy when I use any of the equipment or services. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, or suspension, legal action and/or criminal liability. It is my responsibility to maintain a positive representation of the school at all times. Furthermore, I understand that this policy can be amended and notification will be distributed by the effective amendment date.

Employee / Student Signature

Date: _____

Print Name