

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Western Community College Area Board of Governors' Policy

<b>TITLE:</b>	Acceptable Use Policy
<b>DIVISION:</b>	General Institutional
<b>CATEGORY:</b>	Information Technology
<b>REFERENCE:</b>	Nebraska Revised Statute 28-1343 Nebraska Revised Statute 28-320.02 BP-810 (Gramm-Leach-Bliley Student Financial Information Security Program)
<b>NUMBER:</b>	BP-809
<b>APPROVAL/DATE:</b>	F. Lynne Klemke, President, WNCC Board of Governors June 16, 2021

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### **Purpose**

This policy ensures that all WNCC systems including, but not limited to, hardware, software, telecommunications, networks, and data are used in an appropriate manner and as intended and authorized by the College.

### **Scope**

This policy applies to all full-time, part-time, and contracted employees; students; volunteers; and guests of the College.

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### **Policy**

Usage of information technology resources is a privilege provided at the discretion of the College, for the sole purpose of conducting official College business.

It is the policy of Western Nebraska Community College that all users (employees, students, and community members) of information technology resources owned by or licensed to the College will:

- comply with all laws (federal, state, local, and other applicable laws and regulations) and all applicable College policies.
- respect the privacy and personal rights of others.
- respect the integrity and security of College information technology resources.
- respect the finite capacity of College information technology resources and services so as not to interfere unreasonably with the activity of other users.
- respect the intellectual property rights of others.

- protect all confidential information.
- Follow acceptable use guidelines as set forth by the *Information Technology Handbook*.

### **Compliance Measurement**

The Information Technology Department will verify and promote compliance to this policy through various methods, including but not limited to, reports, internal and external audits, and feedback to individuals and campus departments.

### **Exceptions**

Any exception to this policy must be submitted to the IT Governance Council. The IT Governance Council will review all approved exceptions on an annual basis.

### **Non-Compliance**

An employee found to have violated this policy may be subject to network access revocation and personal disciplinary action, up to and including termination of employment.

A student found to have violated this policy may be subject to sanction including possible suspension or expulsion.

A community member found to have violated this policy may be restricted or banned from using College resources.

### **Procedures**

The College President shall promulgate procedures as necessary to implement this policy.

### **Revising this Policy**

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

#### **Original Adoption Date and Board of Governor’s Minutes Item Number:**

June 21, 2021  
Agenda Item L (4)

#### **Revision Date and Board of Governors’ Minutes Item Number:**

#### **Prior Policy Number:**

630.0100.98

#### **Schedule for Review:**

**Division/Department Responsible for Review and Update:** Student Services/Information Technology

**Sponsoring Division/Department:** Student Services/ Information Technology

#### **Repeat Date and Board of Governors’ Minutes Item Number:**

#### **Procedure(s) for Policy:**

AP-809 (Acceptable Use Administrative Procedure)

#### **Related Policies/References:**